



Alaska Department of Transportation & Public Facilities REQUEST FOR PROPOSALS PACKAGE

(Procurement per Article 3 of AS 36.30)

PART

A

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ISSUING OFFICE

Agency Contact & Phone No..... : Kelly Summers, P.E., (907) 269-0546
Contracting Division..... : State of Alaska Department of Transportation, Central Region Design & Engineering Services

PROJECT

RFP NUMBER..... : 25212013
Project Numbers-State/Federal..... : CFHWY00550 / 0001653
Project Site (City, Village, etc.)..... : Anchorage, Alaska
Project Title & Contract Description..... : AMATS: Seward Highway to Glenn Highway Connection Planning & Environmental Linkage (PEL) Study

The Contractor shall provide professional services to create a Planning & Environmental Linkage document. Specific tasks include planning, environmental studies, forecasting, travel demand modelling, developing a purpose and need, alternative development, cost estimating, construction phasing, and public involvement. The project will include some work that may be accepted into a future environmental document as listed in 23 U.S.C. 168 Integration of Planning and Environmental Review.

SCHEDULE & PAYMENT

Anticipated period for performance-Begin/End: December 2020 to March 2024

Estimated amount of proposed contract:

☐ Less than \$200,000 ☐ \$200,000 to \$250,000 ☒ \$1,000,000 or greater
☐ \$250,000 to \$500,000 ☐ \$500,000 to \$1,000,000

Proposed Method(s) of Payment:

☒ Fixed Price Plus Expenses (FPPE) ☐ Firm Fixed Price (FFP) ☐ Cost Plus Fixed Fee (CPFF)
☐ Other:

SUBMITTAL DEADLINE AND LOCATION

OFFERORS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE (2 AAC 12.250).
ONLY PROPOSALS RECEIVED PRIOR TO THE FOLLOWING DATE AND TIME WILL BE OPENED.

DATE: **August 26, 2020**

PREVAILING TIME: **4:00 PM**

HAND DELIVER ONLY DIRECTLY TO FOLLOWING LOCATION (and person, if named):

***Also see 15. Special Considerations, item 15.5**

Kathleen A. Bridenbaugh, PSA Unit Supervisor
AK Department of Transportation & Public Facilities
4111 Aviation Avenue
Anchorage, AK 99502 Email: crdotpfcontracts@alaska.gov

IMPORTANT NOTICE: If you downloaded this solicitation from the State's Website, you must self-register for the Plan Holders list to receive subsequent addenda. Failure to register may adversely affect your proposal. It is the Offeror's responsibility to ensure that he has received all addenda affecting this RFP.

SELECTION PROCEDURE

1. Competitive Sealed Proposals will be evaluated by a committee (2 AAC 12, Article 4). Evaluation of responses to criteria set forth in Part C results in a numerical score for each proposal. Each criterion in Part C has an assigned weight for this RFP which demonstrates its relative importance. The total of all weights is 100 (100%). Each one-percent weight equates to a range of 0-5 points per Evaluator. The maximum points (score) obtainable for any proposal is equal to the product of 500 multiplied by the number of Evaluators.
2. Scoring of proposals will be accomplished as follows:
 - 2.1 Each Evaluator will individually read and rate each Offeror's response to each criterion described in Part C - Section I - Technical Proposal. Ratings will be based solely on contents of proposal and in compliance with the Contracting Agency's standard Instructions for Evaluation Committee. Except as may be stated within any criterion description in Part C, a rating of "5" = Best Response from all Offerors; "4" to "1" = Progressively Less Responsive; "0" = Non-Responsive. Ratings are multiplied by the assigned weights for each criterion to obtain criteria scores.
 - 2.2 After completion of individual ratings in Part C, Section 1, Technical Proposal, the Evaluation Committee will meet to discuss proposals. Evaluators may then alter their ratings; however, any changes shall be based solely on the criteria set forth in Part C.
 - 2.3 After scoring Part C - Section I - Technical Proposal, criteria scores for Part C - Section II - Preferences, and Section III - Price (if applicable), will be calculated based on criteria descriptions.
 - 2.4 The total score for each Offeror will be obtained by summing the scores determined for each criterion in Sections I, II and III of Part C. The order of ranking for negotiations shall be as follows: highest scored Offeror will be ranked first, next highest scored second, and etcetera.
3. Evaluators may discuss factual knowledge of, and may investigate Offerors' and proposed Subcontractors' prior work experience and performance, including projects referenced in proposal, available written evaluations, etcetera, and may contact listed references or other persons knowledgeable of a Contractor's and/or a Subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed. If any issues of significant concern to the proposed contract are discovered, the Committee may:
 - 3.1 Provide written recommendations for consideration during contract negotiations;
 - 3.2 Conduct discussions in accordance with paragraph 4, below.
4. The Committee may decide to conduct discussions (or "interviews") with responsible Offerors whose proposals are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements (AS 36.30.240 & 2 AAC 12.290). Offerors selected by the Committee for discussions may be permitted to submit Best and Final Offers (BAFO) for final Committee Evaluation. After discussions and any BAFOs, Evaluators will determine the final scoring and ranking for contract negotiations by evaluating written and oral responses using only the criteria set forth in Part C of this RFP (2 AAC 12.260(b)).
5. All Offerors will be advised of the Offeror selected for negotiation and, after completion of negotiations, a Notice of Intent to Award will be provided to all Offerors. If contract negotiations are unsuccessful with Offeror(s) selected for negotiation, the Contracting Agency may either cancel the solicitation or negotiate with other Offerors in the order of ranking.

NOTICES

PART

A

1. The Contracting Agency is an equal opportunity employer.
2. Copies of contract documents are available for review at the Contracting Agency's office. Offerors located outside the general vicinity of the Contracting Agency's office may telephone the Agency Contact identified on page one of this Part A for a discussion of such items.

General Conditions of the Professional Services Agreement are contained in the Small Procurement Standard Provisions Booklet, which is located on the Department's website under "Procurement."

The General Conditions are the **same** for both Competitive Sealed Proposals and Small Procurements.

3. Offerors are specifically advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of the Contracting Agency. The Contracting Agency shall not be liable for any cost incurred by an Offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract and issuance of a Notice to Proceed.

4. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors (2 AAC 12.990).

5. All proposals shall be open for public inspection (AS 36.30.230) after a Notice of Intent to Award is issued. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency (AS 36.30.230).

6. Substitution for any personnel named in a proposal may result in termination of negotiations.

7. If it is discovered that a selected Offeror is in arrears on taxes due the State of Alaska, a contract may not be awarded until the Alaska Department of Revenue approves the payment provisions for the contract.

8. **Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations included in the certification statement on Page 2 of Part D in this RFP package.**

9. **PRICE COMPETITION:** Price cannot be an Evaluation Criterion in accordance with Article 3 of AS 36.30 for services that must be performed only by Architects, Engineers, Land Surveyors, or Landscape Architects (A/E, LS or LA) licensed in the State of Alaska, UNLESS the provisions of AS 36.30.270(d) apply; i.e., unless the services required are repetitious in nature, and the nature and amount of services required are thoroughly defined by measurable and objective standards to reasonably enable firms or persons making proposals to compete with a clear understanding and interpretation of the services required. If price is a factor, a majority of the evaluation committee must be registered in Alaska to perform architectural, engineering, or land surveying services.

- 9.1 If the services performed do not require an A/E, LS or LA, then all Offerors including any A/E, LS or LA must provide Price Proposals in accordance with AS 36.30.270(b) and 2 AAC 12.260(c).

- 9.2 Price (or any estimate of labor hours) cannot be an Evaluation Criterion for contracts that will receive Federal-aid highway program funding per 23 CFR 172.7 and FAA Airport Improvement Program funding per AC 150/5100-14E, 2.1. For FAA exceptions: see AC 150/5100/14E, 2.4.

10. An audit of the selected Offerors' and proposed Subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; to establish a maximum allowable Indirect Cost Rate for the Agency's negotiator; and to investigate the accuracy of proposed labor rates and unit prices. In order not to unduly delay contract negotiation or award, be prepared to submit Pre-Audit Statement, DOT&PF Form 25A257 immediately for your firm and any subcontract that may exceed \$250,000.

For contract amounts less than \$250,000, the Contracting Agency may require the Offeror and proposed Subcontractor to submit the Pre-Audit Statement if deemed necessary to determine allowable costs under Title 23 CFR requirements. If selected for negotiation, failure to submit properly completed Pre-Audit Statement(s) in a timely manner may disqualify an Offeror from further consideration. Information from Pre-Audit Statements and any Audit conducted for the Contracting Agency is considered proprietary and will be confidential.

11. Standard insurance provisions for Worker's Compensation, General and Automobile Liability, and Professional Liability are contained in DOT&PF Form 25A269, Indemnification and Insurance. Coverages may be modified under very limited circumstances. Offeror should not assume any modification of coverages.

12. Professional Liability Insurance for the proposed contract: ☐ is not required
☒ is required as shown on DOT&PF Form 25A269.

13. The proposed contract ☒ will ☐ will not be a Federally Assisted Program of the U.S. Department of Transportation. If it will be an assisted program, then the Offeror shall insert the following notification in all subcontract solicitations for bids or proposals pertinent to this RFP:

"In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, CFR, U.S. Department of Transportation (U.S. DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. DOT issued pursuant to such Act, in any Subcontract entered into pursuant to this RFP, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids or proposals and will not be discriminated against on the grounds of race, color, sex, or national origin, in consideration for an award.

14. Pre-proposal Conference: ☒ None ☐ As follows:

15. Special Notices:

15.1 Per Alaska Statute (AS) 36.30.210(e): An Alaska Business License is required of Contractors who do business in Alaska at time of award. To qualify for the Alaska Offerors' Preference, under AS 36.30.321, an Offeror shall have a valid Alaska business license as a prerequisite to proposal. Information regarding applying for an Alaska Business License can be found on-line at <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx> or by calling 1-907-465-2550. The business license must be in the name of the company under which the proposal is submitted.

15.2 Effective May 8, 2015, the Department, in coordination with the U.S. Department of Transportation, adopted a Race-Neutral Disadvantaged Business Enterprise (DBE) Program for its federal-aid program. The Race-Neutral DBE program applies to federally-funded construction-related professional services solicitations, with the exception of FAA-funded projects located within the boundaries of the Department's Northern Region, which remain under a Race-Conscious DBE program.

The Department encourages contractors to utilize DBEs in all Federal-aid projects to ensure the Department meets its overall DBE Utilization Goal. All DBE participation will count towards the Race-Neutral program. If you have any questions about this notice or the Department's DBE program, please contact the Civil Rights Office at (907) 269-0851 or refer to their website <http://www.dot.alaska.gov/cvlrts/index.shtml>

15.3 The Department intends to send notices (including Notice of Intent to Negotiate, and Notice of Intent to Award) to Offerors by using the email address provided the Offeror's submitted Part D. Such delivery of an email sent by the Department is complete upon receipt in the addressee's email account. An email sent after 4:30pm shall be deemed to have occurred at the opening of business on the next working day. By submitting a response to this RFP, all Offerors consent to the use of Electronic Mail as described herein.

15.4 Interested parties are reminded that the Agency point of contact is noted on page 1 of this section, and all questions and requests for information shall be directed to this individual.

15.5 In light of the current health situation, the Department will accept an electronic (email) submission of proposals for this solicitation. Proposals should be submitted to crdotpfcontracts@alaska.gov prior to the date and time shown on page 1. Offerors are responsible to assure timely delivery, and receipt of their proposals. Offerors are cautioned that due to mailbox restriction, we cannot receive proposals over 20MB in size. The Contracting Agency will either print out proposals in color for distribution, or email a PDF to the Evaluation Committee.

15. Special Notices (cont'd):

15.6 All Offerors are encouraged to review criterion 3 – Management in rfp-c. The Contracting Agency is looking for a streamlined approach to management whereby individuals who are performing management functions are clearly identified, and only compensated at their higher management rate when performing those management duties. The Contracting Agency seeks to understand how your team will staff the management efforts of the contract in relationship to the overall contract efforts. The negotiated agreement with the selected Offeror will include provisions obligating it to performance in accordance with its presented management plan.

15.7 Negotiations. To streamline and expedite contract negotiations with the selected Contractor, the Contracting Agency has developed the following process. By submitting a response to this RFP, all Offerors affirm their understanding of the negotiation process for this agreement.

Offerors are advised that the Contracting Agency anticipates negotiations shall progress under the following schedule (based on the State Work Calendar):

Proposal	Contractor or Contracting Agency	Working Days
1	Contractor's Initial Proposal	25*
1	Contracting Agency Review/Counterproposal	10
2	Contractor Revised Proposal	10
2	Contracting Agency Review/Counterproposal	10
3	Contractor Revised Proposal	10
3	Contracting Agency Review/Counterproposal	10

The payment method for this contract will be Fixed Price Plus Expenses. The selected Contractor shall provide a separate fixed price per deliverable. No progress payments will be made; payments will instead be made only on work accepted by the Contracting Agency (milestone payments). The expected cost ratio for deliverables is: internal review (75%), agency review (20%), and public review (5%). Payments for Management and Communications Support will be divided into even monthly payments and paid monthly over the life of each Task Group. Some communications items will be paid by each.

Proposals shall contain prices for all items of work included in the scope of services. With the initial proposal and each subsequent revision, the Contractor's proposal shall be submitted using the Contracting Agency's "Cost Estimate Per Task" Excel Worksheets and include direct labor rates, indirect labor rate, expenses and proposed fee. The Contractor shall submit a .pdf and an editable Excel version of the proposal.

The Contracting Agency may or may not elect to provide a counterproposal at any time during negotiations. Acceptance of a counterproposal by the Contractor will end negotiations and begin the contract award process.

If the Contractor fails to meet the negotiation schedule, fails to submit proposals that do not meet the submission requirements, or if the Contractor's third proposal is not acceptable to the Contracting Agency, then the Contracting Agency may do any of the following actions at the Contracting Agency's discretion:

- Terminate negotiations and begin negotiations with the second highest scoring proposer.
- Submit a counterproposal to the Contractor.
- Continue negotiations with the Contractor. Should the Contracting Agency elect to continue negotiations, the Contracting Agency shall have the same options that apply to the Contractor's third proposal.

If the Contracting Agency elects to negotiate with the second highest scoring proposal, the same negotiating schedule shall apply.

15.8 The following additional information prepared by HDR Alaska is provided to assist interested offerors with their proposal, and can be downloaded from the RFP website:

- a) Seward Highway to Glenn Highway Connection Draft Environmental Impact Statements Draft (as of 7/2011)
- b) Seward Highway to Glenn Highway Connection Scoping Summary Report (8/2009)

SUBMITTAL CHECKLIST

PART

B

Offeror may use left margin to check off items when completed.

An Alaska Business License is required of Contractors who do business in Alaska at time of award (AS 36.30.210(e)).

- [] 1. Offerors must carefully review this RFP Package for defects and questionable material, and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on page 1 of Part A - RFP. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may result in lower score and may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of the Contracting Agency if the protest is not received in writing at least ten (10) Agency work days prior to the Submittal Deadline (AS 36.30.565).
- [] 2. Review Part A - RFP and the proposed Statement of Services and any other attached or referenced materials. If no Statement of Services is attached, telephone the Agency contact person identified on page 1 of Part A.
- [] 3. Review Part C - Evaluation Criteria. Read each criterion in light of the proposed Statement of Services. Note any project specific criteria which may have been added or any changes to standard criteria descriptions which may have been made. Be aware of the assigned weight for each criterion. If a weight is not entered for any criterion on Part C, notify the Agency contact person. Plan your proposal to address the applicable criteria. Criteria Responses shall not exceed the number of pages stated below. **Note:** If weight is applied to Criterion #11, Alaska Bidder (Offeror) Preference, that box must be checked on page 1 of Part D, rfp-d.
- [] 4. Prepare a distinct Response for each criterion that has a weight more than zero. Failure to respond directly to any criteria weighted more than zero will result in an evaluation score of zero for that criteria. Any Responses to criteria weighted zero will be disregarded. Acceptable Responses must be specific and directly related to the Contracting Agency's proposed Statement of Services. Marketing brochures, federal SF330s, marketing resumes, and other non-project specific materials will be discarded without evaluation and should not be submitted.
- [] 5. **Each criterion Response must be titled, numbered and assembled in the order in which the criteria are listed in Part C**, so the criterion to which information applies shall be plainly evident. Material not so identified or assembled may be discarded without evaluation.
- [] 6. Price ☐ is ☒ is not an evaluation criterion for the proposed contract.

If Price is a Criterion, prepare **Billing Rates and/or Price Proposals** as described in Criteria #12 and/or #13.

- [] 7. Complete all entries on Part D - Proposal Form. Note the statutory requirements for Alaska business licenses and professional registrations, and be sure to sign and date the Certification. Copies of licenses and registrations may be provided with submittal, and will not count in the requirements of #8 below.
- [] 8. Attach Criteria Responses (**except any Billing Rates or Price Proposals**) to Part D - Proposal Form. The maximum number of attached pages (**each printed side equals one page**) for Criteria Responses shall not exceed: **Twelve (12) pages, which includes the schedule submitted in response to Criteria #8**. Attached page limit does not include the four-page Part D - Proposal Form, or any Billing Rates or Price Proposals.

Criteria Responses shall be presented in **8-1/2" X 11" format**, except for a minimal number of larger sheets (e.g., 11" x 17") that may be used (e.g., for schedules) if they are folded to 8-1/2" X 11" size. Large sheets will count as multiple pages at 93.5 square inches or fraction thereof per page, unless otherwise noted.

CAUTION: Criteria Responses which do not comply with the required page limit or presentation size, may result in disqualification. Further, small print or typeface that is difficult to read may negatively influence evaluation of your submittal and affect scoring for "Quality of Proposal."

CHECKLIST IS CONTINUED NEXT PAGE

[] 9. N/A

[] 10. Parts A, B and C of Form 25A270 and the proposed Statement of Services shall not be returned to the Contracting Agency. **Submittals shall consist of the following applicable items assembled as follows and in the order listed:**

[] 10.1 Completed Part D - Proposal Form (generally at least one copy with original signature) and Responses to all evaluation criteria -- **except Billing Rates, Price Proposals** – attached. Each copy shall be fastened with one staple in the upper left corner. No other form of binding shall be used and no cover and no transmittal letter will be included. **CAUTION:** Failure to comply with this instruction will negatively influence evaluation of Submittal.

[] 10.2 Number of copies of Part D (**all pages**) and Criteria Responses (**except Billing Rates, and Price Proposals**) required is: **Seven (7), if hand-delivered.**

[] 10.3 If **Billing Rates and/or Price Proposals** are required, **one copy** bound with one staple in the upper left corner separately enclosed in a sealed envelope marked on the outside to identify it as a **Billing Rates or Price Proposal** and the names of the Project and Offeror. Each **Billing Rates or Price Proposal** must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor).

[] 10.4 If Item 9, above, is completed for this RFP Package, any submittal items described therein. Unless otherwise stated, one copy only, bound appropriately.

[] 10.5 Pre-Audit Statement, DOT&PF Form 25A257, shall **not** be provided with Submittal. (See Notice #10 on page 3 of Part A - RFP.)

[] 10.6 **CAUTION:** If you replicate (other than by photocopy) Part D or any form in lieu of completing the forms provided by the Contracting Agency, provide a signed certification that lists such forms and attests that they are exact replicas of that issued by the Contracting Agency. Changed forms may result in rejection at the Contracting Agency's discretion. Any alteration – other than completion of the required entries – may be cause for rejection without recourse.

[] 11. Deliver **submittals in one sealed package** to the location and before the submittal deadline cited in Part A - RFP. **Mark the outside of the package** to identify the Project and the Offeror. Proposals must be received prior to the specified date and time. Late proposals will not be opened (2 AAC 12.250).

EVALUATION CRITERIA

PART

C

Criteria with a weight of zero are not applicable and should be disregarded. If a weight is not indicated for any criterion, telephone the Agency Contact person identified at the top of page 1 of Part A - RFP.

SECTION I - TECHNICAL PROPOSAL

1. Objectives and Services

1. Weight: 20

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if Statement of Services is sufficiently explicit; are expressed or implied schedules attainable/economically feasible; etcetera? Explain. **Define any assumptions made** in formulating Criteria Response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods

2. Weight: 20

Response must outline the methods for accomplishing the proposed contract or, if methodology is contained in the proposed Statement of Services, address its adequacy. Describe what, when, where, how, and in what sequence the work will be done. Address how proximity to the Project site, *particular* geographic familiarity, experience, and capabilities of your firms (Offeror and Proposed Subcontractors) and Project Staff might *specifically* contribute to the proposed methods. Identify the amount and type of work to be performed by any Subcontractors. Consider how each task may be carried out; what services or interaction required from/with the Contracting Agency; etcetera. Suggest alternatives, if appropriate. Identify any **distinct and substantive qualifications** for undertaking the proposed contract such as the availability of specialized equipment or unique approaches or concepts **relevant to the required services** which the firms may use.

3. Management

3. Weight: 10

A streamlined approach to management is desired, where individuals who are performing management functions are clearly identified, and only compensated their higher, management rate when performing those management duties. In your response to this criterion, identify what percentage of contract work will be required and allocated to the management of your team. A numerical percentage shall be given. Please note, an estimate of man-hours or actual costs are not desired and shall not be given. Rather, the Contracting Agency seeks to understand how your team will staff the management efforts of the contract, in relationship to the overall contract efforts.

The negotiated agreement with the selected Offeror will include provisions obligating it to performance in accordance with its presented management plan.

Response must describe the administrative and operational structures that will be used for performing the proposed contract. For example consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? For any individual who would be in "responsible-charge" (reference AS 08.48) as an Architect, Engineer, Land Surveyor or Landscape Architect, so state and list his/her Alaska professional registration number. A graphic depiction is preferred in your response to this criterion.

Additionally, the Contracting Agency may want to inspect work products in progress and have a close ongoing working relationship with your Project Staff. Accordingly, your response should also identify where the various contract services will be performed, *in proximity to the Contracting Agency's office* and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public.

4. Proposed Project Staff**4. Weight: 15**

Response must name the individuals to perform the following **FUNCTIONS** plus any other professional/technical functions you deem essential to perform the services:

1. Contract Management (contract compliance)
2. Project Management (single point-of-contact directly engaged in contract performance)
3. Planning
4. Public Involvement
5. Civil Engineering*
6. Environmental Services
7. 4(f) Specialist/Cultural Resources Specialist

*All personnel acting in responsible charge for all Architectural, Engineering, Land Surveying, and Landscape Architecture functions require an Alaska Registration and must be identified in your proposal.

Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required. Marketing resumes often include non-relevant information that may detract from the evaluation of proposal. Lists of projects are not useful. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their: employer, professional discipline or job classification and state of residency. List at least three (3) professional references (contact persons and telephone numbers) for each person.

5. Workload and Resources**5. Weight: 10**

Response must: (1) discuss both current and potential time commitments of your proposed Project Staff to all clients; (2) discuss the projected workload of each firm (Offeror and Proposed Subcontractors) for all clients; and (3) demonstrate adequate support personnel, facilities and other resources to provide the services required. Provide a list of current contracts with the Contracting Agency in which your proposed Project Staff are participating (include all current contracts statewide with regions, divisions, etc.).

Briefly address capabilities for providing additional services and/or services under an accelerated schedule. Address capacity to reassign personnel, equipment and facilities whenever the proposed contract would not require such capabilities or was delayed.

6. Past Performance & Quality Control**6. Weight: 10**

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Describe the dollar amount of each project, a brief narrative of the successes of the project, and the year of completion. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The State reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

Include in your response a description of your firm's quality control process and how this process has affected the quality of your deliverables. Use specific examples.

7. Quality of Proposal**7. Weight: 5**

Offerors do not respond to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of submittal. Note: This criterion is **NOT** used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

8. Schedule**8. Weight: 10**

The Contracting Agency anticipates the work under this contract will take approximately thirty four (34) months. Assess the schedule provided in the Proposed Statement of Services, Exhibit B-2, and provide a response as to its reasonableness, attainability and economic feasibility. Make suggestions for changes to this preliminary schedule with associated rationale. Define any assumptions made in formulating your response to this criteria.

Demonstrate your plan to deliver acceptable work products as efficiently as possible. Distinguish between activities that are within your control and those that may be strongly influenced by others. Include agency comment periods.

If you elect to provide a graphic depiction of the schedule, it may be presented on one (1) 11x17 sheet, which will be counted as one (1) page toward the proposal page limits.

The negotiated agreement with the selected Offeror will include provisions obligating it to performance in accordance with its proposed schedule. If the schedule is found to be unrealistic, the Contracting Agency may terminate negotiations and enter into negotiations with the next ranked firm.

9. N/A**9. Weight: 0**

SECTION II - PREFERENCES

10. Disadvantaged Business Enterprises**49 CFR 26****10. Weight: 0**

This solicitation is being conducted under the Department's Race Neutral Disadvantaged Business Enterprise (DBE) program for construction related professional services solicitations. Therefore, there is no DBE goal for this solicitation and the criterion has a weight of zero (0).

See rfp-a, section 15. Special Notices, paragraph 15.2.

11. Alaska Bidder (Offeror) Preference

23 CFR 172.7(a)(1)(iii)(C), AC 150/5100-14E, and 2 AAC 12.260(e)

Weight shall be "0" if any federal funding, otherwise weight shall be at least "10".

11. Weight: 0

To be granted this preference:

Offeror must claim the Alaska Bidder (Offeror) Preference on page one of Part D Proposal Form. In claiming the Alaska Bidder (Offeror) Preference on page one of Part D, the Offeror is certifying that they meet the following requirements per AS 36.30.990:

- (A) Firm holds a current Alaska Business License;
- (B) Proposal is submitted under the name as appearing on the Firm's current Alaska Business License;
- (C) Firm has maintained a place of business within Alaska, staffed by the Firm or an employee of the Firm, for a period of six months immediately preceding the date of the offer;
- (D) Firm is incorporated or qualified to do business under the laws of the State of Alaska, is a sole proprietorship, and the proprietor is a resident of Alaska, is a limited liability company organized under AS 10.50 and all members are residents of Alaska, or is a partnership under AS 32.06, or AS 32.11 and all partners are residents of Alaska; and
- (E) If the Firm is a Joint Venture, it is composed entirely of entities that qualify under (A) - (D).

Alaska Bidder (Offeror) Preference will be scored: Rating x Number of Evaluators x Weight = Criterion Score.

Rating will be as follows:

An Alaska Offeror's preference (i.e., a Rating of 5) will be assigned to the proposal of an Offeror who certifies (by claiming the preference on page one of Part D) that they are an Alaska Bidder (Offeror) as described above.

No Alaska Offeror's preference (i.e., a Rating of 0) will be assigned to the proposal of an Offeror who does not certify (by failure to claim the preference on page one of Part D) that it qualifies as an Alaska Bidder (Offeror) as described above.

No narrative response to this criterion is required within the Offeror's Proposal.

SECTION III - PRICE

If price is not an Evaluation Criterion, weights for both Criterion #12 and #13 shall be "0". If price is an Evaluation Criterion, the sum of weights for Criterion #12 and #13 shall be at least "10", and all Offerors shall submit Price Proposals in the specified format(s).

See item #9, under Notices in Part A – RFP, regarding statutory and regulatory provisions about price competition and item #10.3, in Part B – Submittal Checklist, regarding procedure for submittal of Billing Rates and/or Price Proposals. Cost terminology is explained on page 2 of the Pre-Audit Statement (DOT&PF Form 25A257).

CAUTION: Submittal of Offeror's or Subcontractor's "standard" rate schedules or other pricing documents which are not in required format will be non-responsive if they do not allow direct comparison with other responsive proposals.

Rates and costs proposed by the Offeror selected for contract negotiations may be investigated for reasonableness and allowability in accordance with AS 36.30.400, .420 & .480, 2 AAC 12.550 and the contract cost principles in 48 CFR Part 31. Unsupported rates and costs may be disallowed or result in termination of negotiations, or contract award. All proposed rates and the negotiated contract rates will be public information.

12. Labor Billing Rates (Required Format)

12. Weight: 0

Provide a proposed total hourly Billing Rate (i.e., inclusive of Direct Cost of Direct Labor, all Indirect Costs, and Fee) only for each of the job **FUNCTIONS** listed below. Note: Some of these functions may be performed by one or more employees of the Offeror or Subcontractors; consequently, an individual might be billed under the contract at different rates appropriate to the functions performed. **Only the maximum rate paid to any individual for each listed job function** – regardless of employer (Offeror or Subcontractor) – **must be provided and will be considered for this response**. Rates for lower paid individuals or for other job functions, if any, will be addressed during contract negotiations.

1. Contract Management	(Estimated at	% of total labor effort)
2. Project Management	(Estimated at	% of total labor effort)
3.	(Estimated at	% of total labor effort)
4.	(Estimated at	% of total labor effort)
5.	(Estimated at	% of total labor effort)

*In accordance with the submittal Checklist ('rfp-b'), item 10.3, *Billing Rates must be signed and dated by the person who prepares it (may be different signatures for each Subcontractor)*

Response will be scored as follows: The maximum hourly rates proposed for the job functions listed above will be multiplied by the percentage of total labor effort (estimated above) and then summed to obtain an aggregate rate for each Offeror. If more than one rate is provided for any job function, only the highest rate will be used. Each Offeror's score will be calculated using the following equation – except that the **score will be zero if a rate for each listed function is not provided by an Offeror**.

$$\frac{(\text{Lowest aggregate rate from all Offerors}) \times (\text{MPP}^*)}{(\text{Offeror's aggregate rate})} = \text{Offeror's Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), aggregate rates shall be reduced for the above calculation by the following applicable percentages when the rates are from Offerors that **designate preferences on page one of Part D**.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.175] (maximum \$5000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.170(c)] 15%
- DISABLED SOLE PROPRIETOR OR 50% DISABLED EMPLOYEES [AS 36.30.170(e & f)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

13. Total Price Proposal (Required Format)**13. Weight: 0**

Provide proposed costs for all labor, subcontracts, equipment, expenses, etc., and a proposed amount for Fee. Submit a separate price proposal in the following format for the Offeror and for each Subcontract (first, second, third tier, etc.) that may exceed \$25,000. Each price proposal must be signed and dated by the person who prepares it. Note that the PRICES of the next lower tier subcontracts must be listed as COSTS in Item #4 (Other Direct Costs) of the price proposal for the next higher tier contractor so that the price of all subcontracts "roll-up" into the Offeror's total price proposal.

1. Show project title, project number, and Offeror or Subcontractor Name.
2. **Direct Costs of Direct Labor (DCDL)**
Show the estimated costs for each job classification of employees proposed for the contract. List under the following headings. Names required only for key staff and/or persons in "responsible-charge" (Ref: AS 08.48). **Hourly Rates must not include Indirect Costs or Fee.**

<u>Job Classification</u>	<u>Name</u>	<u>Total Hours</u>	<u>Rate(\$/hr)</u>	<u>Proposed Costs (\$)</u>
---------------------------	-------------	--------------------	--------------------	----------------------------

Total DCDL: \$ _____

3. **Indirect Costs (IDC)**
These costs include what are generally referred to as 1) Fringe Benefits and 2) Overhead (including direct and indirect costs of Indirect Labor). Show the Proposed IDC Rate as a percentage of Direct Costs of Direct Labor and the product (IDC Amount) of that Rate multiplied by the total DCDL.

IDC Rate: _____ % IDC Amount: \$ _____

4. **Other Direct Costs (ODC)**
These costs include: subcontracts, equipment (company owned or rented), and reimbursable expenses (e.g., transportation, food and lodging, reproduction) – if not included in Indirect Costs. List proposed costs under the following headings. If multiples of an item required, list the proposed quantity, unit rate, and total cost for each. **Costs must be based on actual costs to the offeror or the subcontractor, without any profit or other markup.**

<u>Item</u>	<u>Quantity</u>	<u>Cost (\$/Unit)</u>	<u>Proposed Costs (\$)</u>
-------------	-----------------	-----------------------	----------------------------

Total ODC: \$ _____

5. **Total Proposed Cost**
Sum of DCDL + IDC + ODC

Total Cost: \$ _____

6. **Proposed Fee**
List a proposed amount (Contract Fee is generally negotiated using a structured Fee analysis of proposed costs).

Proposed Fee: \$ _____

7. **Total Proposed Price**
Sum of Total Proposed Cost plus Proposed FEE.

Total Price: \$ _____

8. *In accordance with the Submittal Checklist ('rfp-b'), item 10.3, Price Proposals must be signed and dated by the person who prepares it (may be a different signature for each subcontractor).*

Response will be scored as follows:
$$\frac{(\text{Lowest Total Proposed Price}) \times (\text{MPP}^*)}{(\text{Offeror's Total Proposed Price})} = \text{Criterion Score}$$

*MPP = Maximum Possible Points = (5) x (Number of Evaluators) x (Weight)

If no federal funding, then per AS 36.30.250(b), total price shall be reduced for the above calculation by the following applicable percentages when the prices are from Offerors designate preferences on page one of Part D.

- ALASKA BIDDER (OFFEROR) PREFERENCE [2 AAC 12.260(d)] 5%
- ALASKA VETERAN-OWNED BUSINESS PREFERENCE [AS 36.30.321(f)] (maximum \$5,000) 5%
- and only ONE of the following:
- EMPLOYMENT PROGRAM PREFERENCE [AS 36.30.321(b)] 15%
- DISABLED SOLE PROPRIETOR [AS 36.30.321(d) / (k)] 10%

To claim employment or disabled preference, Offeror must be on the appropriate Alaska Division of Vocational Rehabilitation list at the time designated for opening (i.e., receipt) of proposals.

Alaska Department of Transportation & Public Facilities

PROPOSAL FORM

PART

D

THIS FORM MUST BE THE FIRST PAGE OF PROPOSAL. Attach criteria responses as explained in Part B - Submittal Checklist. No transmittal letter or cover sheet will be used.

PROJECT

Project Numbers-State/Federal	CFHWY00550 / 0001653
Project Title	AMATS: Seward Highway to Glenn Highway Connection
	Planning & Environmental Linkage (PEL) Study
RFP No.	25212013

OFFEROR (CONTRACTOR)

Contractor	
Street	
P.O. Box	
City, State, Zip	
Alaska Business License Number	
Federal Tax Identification No.	
DOT&PF DBE Certification No. (if any)	
Individual(s) to sign contract	
Title(s)	
Type of business enterprise (check one)	[] Corporation in the state of..:
[] Individual [] Partnership [] Other(specify)	

ALASKA STATUTORY PREFERENCES (IF NO FEDERAL FUNDING)

Check the applicable preferences that you claim for the proposed contract (reference Criteria 11, 12 & 13 in Part C):			
[] Alaska Bidder (Offeror)	AND>>	[] Veterans	AND>> [] Employment Program or [] Disabled Persons

PROPOSED SUBCONTRACTOR(S)

<u>Service, Equipment, etc.</u>	<u>Subcontractor & Office Location</u>	<u>AK Business License No.</u>	<u>DOT&PF DBE Certification No.</u>

CERTIFICATIONS

<p>I certify: that I am a duly authorized representative of the Contractor; that this Submittal accurately represents capabilities of the Contractor and Subcontractors identified herein for providing the services indicated; and that the requirements of the Certifications on page 2 and 3 of this Part D for 1) Alaska Licenses/Registrations, 2) Insurance, 3) Federal-Aid Contracts exceeding \$100,000, 4) Cost and Pricing Data, 5) Trade Restrictions/Suspension/Debarment, 6) Foreign Contracting, 7) DBE Commitment, and 8) Former Public Officer – will be complied with in full. These Certifications are material representations of fact upon which reliance will be placed if the proposed contract is awarded. Failure to comply with these Certifications is a fraudulent act. The Contracting Agency is hereby authorized to request any entity identified in this proposal to furnish information deemed necessary to verify the reputation and capabilities of the Contractor and Subcontractors. This proposal is valid for at least ninety days.</p>	
<p>Signature</p> <p>Name</p> <p>Title</p>	<p>Date: _____</p> <p>Telephone (voice): _____</p> <p>(fax): _____</p> <p>Email Address: _____</p>

CERTIFICATION FOR ALASKA BUSINESS LICENSES AND REGISTRATIONS

PART

D

Contractor and all Subcontractors shall comply with the following applicable requirements of Alaska Statutes:

1. **Alaska Business License** (Form 08-070 issued under AS 43.70) at the time contract is awarded as required by AS 36.30.210(e) for Contractor and all Subcontractors. In accordance with Administrative Manual, Section 81.120, proof of application for an Alaska Business license will satisfy this requirement. Per AAM 81.120, acceptable evidence that the offeror possesses a valid Alaska business license consists of any one of the following:
 - a. Copy of the Alaska business license.
 - b. A canceled check that demonstrates payment for the Alaska business license fee.
 - c. A copy of the Alaska business license application with a receipt stamp from the State's business license office.
 - d. A sworn notarized affidavit that the bidder/offeror applied and paid for the Alaska business license.
 - e. Other forms of evidence acceptable to the Department of Law.
2. **Certificate of Registration** for each individual to be in "responsible charge" (AS 08.48.341(11-14)) for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.211) issued prior to submittal of proposal. Associates, consultants, or specialists under the supervision of a registered individual in "responsible charge" are exempt from registration requirements (AS 08.48.331).
3. **Certificate of Authorization for Corporations, Limited Liability Companies, and Limited Liability Partnerships** for Contractors and Subcontractors for Architecture, Engineering, Land Surveying, or Landscape Architecture (Form 08-2407 issued under AS 08.48.241). Entities offering to provide Architectural, Engineering or Land Surveying services do not need to be registered for such disciplines at the time proposal is submitted provided they obtain registration prior to contract award (AS 08.48.241).
4. **Certificate of Incorporation** (Alaska firms) or **Certificate of Authorization for Foreign Firm** ("Out-of-State" firms). All corporations, regardless of type of services provided, must have one of the certificates (AS 10.06.218 and other sections of Title 10.06 - Alaska Corporations Code).
5. **Current Board of Director's Resolution** for incorporated Contractors and incorporated Subcontractors for Architecture, Engineering, Land Surveying or Landscape Architecture (reference AS 08.48.241) that names the person(s) designated in "responsible charge" for each discipline. Such persons shall be licensed in Alaska and shall participate as project staff in the Contract/Subcontracts.
6. **All partners** in a Partnership to provide Architectural, Engineering, Land Surveying, or Landscape Architecture **must be legally registered in Alaska** prior to submittal of proposal for at least one of those disciplines (AS 08.48.251) which the Partnership offers.
7. **Joint Ventures**, regardless of type of services provided, must be licensed/registered in the legal name of the Joint Venture as used in this proposal (AS 43.70.020 and 43.70.110(4)).
8. **Contracts for Architecture, Engineering, Land Surveying, or Landscape Architecture** may not be awarded to individuals, corporations or partnerships not in compliance, respectively, with the provisions of paragraph 2, 3, and 6, above (AS 36.90.100).

For information about licensing, Offerors may contact the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing at P.O. Box 110806, Juneau, AK 99811-0806, or at Telephone (907) 465-2550, or at Internet address: <https://www.commerce.alaska.gov/web/cbpl>

CERTIFICATION FOR INSURANCE

Contractor will ensure that it and all Subcontractors have insurance coverage to effectuate the requirements of DOT&PF Form 25A269, Indemnification and Insurance.

CERTIFICATION FOR FEDERAL-AID CONTRACTS EXCEEDING \$100,000

The individual signing this proposal certifies to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, Disclosure of Lobbying Activities, in accordance with its instructions. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is a material representation of fact upon which reliance will be placed if the proposed contract is awarded. Submission of this certification is a prerequisite for making or entering into the proposed contract imposed by Section 1352, Title 31, U.S. Code. The Contractor also agrees by submitting this proposal that Contractor shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such Subcontractors shall certify and disclose accordingly.

CERTIFICATION – COST AND PRICING DATA

In accordance with AS 36.30.400, any cost and pricing data submitted herewith, or in any future price proposals for the proposed contract, will be accurate, complete and current as of the date submitted and will continue to be accurate and complete during the performance of the contract, if awarded.

The Contractor certifies that all costs submitted in a current or future price proposal are allowable in accordance with the cost principles of the Federal Acquisition Regulations of Title 48, Code of Federal Regulations (CFR), Part 31 and that the price proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31. In addition, all known material transactions or events that have occurred affecting the firm's ownership, organization and indirect costs rates have been disclosed.

CERTIFICATION – TRADE RESTRICTIONS AND SUSPENSION AND DEBARMENT

The individual signing this proposal certifies to the best of his or her knowledge that the Contractor and any subcontractors are in compliance with DOT&PF 25A262 Appendix A, General Conditions, Article A25 and Article A26.

CERTIFICATION - FOREIGN CONTRACTING

By signature on this solicitation, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the offeror cannot certify that all work is being performed in the United States, the offeror must contact the Contracts Officer to request a waiver at least 10 days prior to proposal deadline. The offeror must provide with their submission a detailed description of the portion of work being performed outside the United States, where, by whom, and the reason the waiver is necessary. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

CERTIFICATION – DBE COMMITMENT

For federal-aid projects with DBE goals: if the Contractor submits a utilization report that proposes to use certified DBE's in the performance of work, the Contractor certifies that every effort will be made to meet or exceed the proposed percentage.

In addition, the Contractor certifies that a Consultant Registration form shall be submitted to the DBE/Civil Rights Office for their firm and each subconsultant prior to award.

CERTIFICATION – FORMER PUBLIC OFFICER

Any proposer listing as a member of the proposer's team a current public officer or a former public officer who has left state service within the past two years must submit a sworn statement from that individual that the Alaska Executive Branch Ethics Act does not prohibit his or her participation in this project. If a proposer fails to submit a required statement, the proposal may be deemed nonresponsive or nonresponsible, and rejected, depending upon the materiality of the individual's proposed position.

The Ethics Act bars a public officer who leaves State service from representing, advising or assisting a person for compensation regarding a matter –

that was under consideration by the administrative unit in which the officer served, and in which the officer participated personally and substantially through the exercise of official action,

for two years after leaving state service. See AS 39.52.180(a). "Public officer" includes a state employee, a member of a state board and commission, and a trustee of the Exxon Valdez Oil Spill Trust. "Official action" means a recommendation, decision, approval, disapproval, vote, or other similar action or inaction. Possible remedies for violating the bar include penalties against the former public officer and voiding the state grant, contract or lease in which the former public officer is involved.

Additionally, former public officers may not disclose or use information acquired in the course of their official duties that could in any way result in a benefit to the former public officers or their families, if the information has not been disseminated to the public or is confidential by law, without appropriate authorization. See AS 39.52.140.

Each current or former public officer is responsible for determining whether he or she may serve in the listed capacity on this project without violating the Ethics Act. A form that a former public officer may use to certify their eligibility is attached. Current public officers may seek advice from their designated ethics supervisors concerning the scope and application of the Ethics Act. Former public officers may, in writing, request advice from the Office of the Attorney General, Ethics Attorney concerning the application of the Ethics Act to their participation in this project. It is the responsibility of the individual and the proposer to seek resolution in a timely manner of any question concerning the individual's eligibility.

PRE-AUDIT STATEMENT

(Confidential when completed)

Submit this form, completed and with required attachments, **only** if specifically requested, and **only** to the following address: DOT&PF, Attn: Office of Internal Review, PO Box 196900, Anchorage, AK 99519-6900 OR to fax number: (907) 269-0733. Confidentiality may not be ensured if delivered otherwise.

Evaluation of this statement may preclude the necessity for a comprehensive on-site audit of Contractor's records. Entries may be handwritten, if legible.

1. Identify your financial year including beginning and ending dates.....:
2. List your actual costs, by the following categories, for your most recently ended fiscal year. Cost Terminology is defined on the reverse.
 - 2a. Direct Labor..... \$
 - 2b. Attach a Trial Balance with grouping of accounts used to arrive at the following Indirect Cost amounts:
Fringe Benefits\$
General & Administrative Expenses.....\$

Sum..... \$
 - 2c. Indirect Cost Rate (Sum of 2b / 2a)..... Percent (%):
3. If your records have been audited within the last two years by a government agency, attach a copy of the Audit Report.
4. Attach copies of your most recent Internal and Audited (if performed by other than the Contracting Agency) Financial Statements.
5. Are your accounting methods for recording contract costs based on a job or project identified cost system?
[] Yes [] No If your response is "No", attach an explanation of your project cost accounting system.
6. If you charge projects based on unit rates (e.g.: for computer time, laboratory tests, copies or equipment use, etc.) attach a list of such items and unit rates.
7. Do you offset revenue received from unit rate payments against the applicable Indirect Cost Accounts?
[] Yes [] No

If you have questions concerning this document, please telephone our Auditors at (907) 269-0715.

CERTIFICATION

I certify that I am a duly authorized representative of the Contractor and that information and materials enclosed within this statement accurately represent financial records of the office listed below.

Signature: _____	Date: _____
Name: _____	Telephone: _____
Title: _____	Fax: _____
Contractor: _____	Email: _____

Office Address for which this Submittal is made:

Address where Accounting Records are maintained,
if not at Office Address:

Street:
P.O. Box:
City, State, Zip:

:
:
:

COST TERMINOLOGY

DIRECT LABOR - Base salary or wages paid to employees charged directly to contracts or projects.

OTHER DIRECT COSTS - Actual costs of other than Direct Labor. Some examples of Other Direct Costs are subcontracts, equipment (company owned or rented), unit rate items and reimbursable expenses (travel, computer charges, reproduction, etc.).

INDIRECT COST RATE – A computed rate developed by adding all of a firm's general and administrative costs, and all other indirect costs, then dividing by a base value, usually direct labor dollars to get a percentage. This rate is normally compiled based on the consultant's applicable fiscal year.

INDIRECT COSTS - Indirect costs consist of allowable expenses which, because of their incurrence for common or joint cost objectives, must be prorated (allocated) to jobs or contracts using a specified Indirect Cost Rate. A cost objective is a function, organizational subdivision, contract, project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Indirect Costs are segregated into the following categories: Fringe Benefits and General & Administrative Expenses .

Fringe Benefits - Costs for items such as:

Workers' Compensation Insurance
Deferred Compensation/Retirement Plans

Vacation Time and Authorized Leave
Social Security and Unemployment Taxes
Group Medical Plan and Life Insurance Premiums

Overhead costs for items such as the following, if they are not included in Direct Costs:

Indirect Labor (Supervisory, Administrative, etc.)
Travel, Food and Lodging
Maintenance and Depreciation of Equipment/Computers
Business Insurance Premiums Not Billed to Clients
Rent, Heat, Power, Light and Janitorial Services

Office Supplies
Communications
Reproduction Costs
Recruiting Expense
Rentals of Equipment/Computers

UN-ALLOWABLE COSTS - Costs for the following items and certain other costs defined in 48 CFR Part 31 and related regulations are not allowable. Such costs shall not be included as Indirect Costs or in the calculation of the Indirect Cost Rate.

Alcoholic Beverages
Advertising
Interest and Other Financial Costs
Contributions and Donations
Federal Income Taxes
Goodwill

Organization Costs
Lobbying Costs
Bad Debts
Fines and Penalties
Entertainment
Keyman Insurance

NOTE: IF YOUR ACCOUNTING SYSTEM WHOLLY OR PARTIALLY ALLOCATES INDIRECT COSTS ON OTHER THAN A DIRECT LABOR BASIS, ATTACH A DESCRIPTION OF THE COST POOLS OR SERVICE CENTERS YOU USE AND IDENTIFY THE INDIRECT COSTS RATE(S) AND BASE(S).

INDEMNIFICATION AND INSURANCE

Appendix D in Professional Services Agreements

IRIS Program No: CFHWY00550
Federal Project No: 0001653
Date Prepared: 7/28/2020

CONTRACTOR shall include the provisions of this form in all subcontracts that exceed \$25,000 and shall ensure Subcontractor's compliance with such provisions.

ARTICLE D1 INDEMNIFICATION

D1.1 The CONTRACTOR shall indemnify, hold harmless, and defend the CONTRACTING AGENCY from and against any claim of, or liability for negligent acts, errors or omissions of the CONTRACTOR under this Agreement. The CONTRACTOR shall not be required to indemnify the CONTRACTING AGENCY for a claim of, or liability for, the independent negligence of the CONTRACTING AGENCY. If there is a claim of, or liability for, the joint negligent error or omission of the CONTRACTOR and the independent negligence of the CONTRACTING AGENCY, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CONTRACTOR" and "CONTRACTING AGENCY", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "Independent Negligence" is negligence other than in the CONTRACTING AGENCY's selection, administration, monitoring, or controlling of the CONTRACTOR and in approving or accepting the CONTRACTOR's Work.

D1.2 The CONTRACTOR shall exercise that degree of skill, care and judgment commensurate with the professional standards for the services of a similar nature. When such standards are in dispute, they shall be established by a panel of three qualified, impartial professionals objectively selected and appointed by the Appeals Officer.

D1.3 The CONTRACTOR shall correct, through re-performance at its expense, any services which are deficient or defective because of the CONTRACTOR's failure to perform said services in accordance with professional standards, provided the CONTRACTING AGENCY has notified the CONTRACTOR in writing within a reasonable time, not to exceed 60 days, of the discovery of any such deficiency during the performance of the services and within 12 months of the date of final payment under this Agreement.

ARTICLE D2 INSURANCE

D2.1 Without limiting the CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall purchase at its own expense and maintain in force at all

times for the duration of this Agreement, plus one year following the date of final payment, the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the CONTRACTOR's policy contains higher limits, the CONTRACTING AGENCY shall be entitled to coverage to the extent of such higher limits. Certificates of insurance must be furnished to the CONTRACTING AGENCY and incorporated into this Agreement with copies attached to this document. Certificates must provide for the CONTRACTING AGENCY to receive notice of any policy cancellation or reduction per AS 21.36 Sections 210-310. Failure to furnish certificates of insurance or lapse of the policy is a material breach and grounds for termination of the CONTRACTOR's services and may preclude other Agreements between the CONTRACTOR and the CONTRACTING AGENCY.

D2.1.1 Worker's Compensation Insurance: The CONTRACTOR shall provide and maintain, for all employees engaged in work under this Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal USL&H and Jones Act requirements. The policy(s) must waive subrogation against the State of Alaska.

D2.1.2 Commercial General Liability Insurance: Such policy shall have **minimum** coverage limits of \$300,000 combined single limit per occurrence, covering all business premises and operations used by the Contractor in the performance of services under this agreement. The policy shall be written on an "occurrence" form and shall not be written as a "claims-made" form unless specifically reviewed and agreed to by the CONTRACTING AGENCY.

D2.1.3 Comprehensive Automobile Liability Insurance: Such policy shall have **minimum** coverage of \$300,000 combined single limit per occurrence covering all vehicles used by the Contractor in the performance of services under this agreement.

D2.1.4 Professional Liability (E&O) Insurance: Covering all negligent errors or omissions, and negligent acts, which the CONTRACTOR, Subcontractor or anyone directly or indirectly employed by them, make in the performance of this Agreement which result in financial loss to the State of Alaska. Limits required are per the following schedule:

MINIMUM LIMITS OF E&O INSURANCE

Contract Amount	Combined Single Limit, Per Occurrence & Annual Aggregate
Under \$25,000	As Available
\$25,000 to \$100,000	\$300,000
\$100,000 to \$499,999	\$500,000
\$500,000 to \$999,000	\$1,000,000
\$1,000,000 and over	Negotiable

D2.1.5 Professional Liability Insurance required for this Agreement is \$1,000,000 Minimum

ARTICLE D3**MODIFICATION OF INSURANCE REQUIREMENTS**

(Article D3 is completed only when some of the standard insurance coverages are not applicable.)

CONTRACTOR RELATED MODIFICATIONS

- D3.1 ☐ **Workers Compensation Insurance** is not required because the CONTRACTOR is an Independent Contractor, Sole Proprietor or Self-Employed Person having no employees in any sense of AS 23.30.045.
- D3.2 ☐ **Comprehensive or Commercial General Liability Insurance** is not required because the general public and clients do not have any business access to a place of business or home office maintained by the CONTRACTOR.
- D3.3 ☐ **Comprehensive Automobile Liability Insurance** is not required because only public transportation, or a rented passenger vehicle with business use insurance, will be used to accomplish requirements of this Agreement.

PROJECT RELATED MODIFICATIONS FOR E&O COVERAGE

When services may apply to fire, life safety or structural aspects and/or wherever the services should safeguard life, limb, health or property, Professional Liability Insurance shall be required.

(E&O Coverage may be waived only if it was specifically not required within the solicitation for proposals.)

- D3.4 ☐ **Professional Liability (E&O) Insurance** is not required because: 1) the CONTRACTING AGENCY's use of the services or Work products obtained from the CONTRACTOR will not result in significant exposure to any third party claims for loss or damage; and 2), the CONTRACTOR services will not apply to any construction, alteration, demolition, repair or direct use of any highway, airport, harbor, building or other structure.
- D3.5 ☐ **Professional Liability (E&O) Insurance** is not required because this Agreement is for one of the following applicable (*checked*) services for which E&O coverage is not needed:
- ☐ Right-of-Way Fee Appraisals
 - ☐ Photogrammetric Mapping Services
 - ☐ Architectural/Engineering review of Construction Bid Documents wherein design responsibility clearly remains with the designer of record.

OTHER BASIS FOR MODIFICATIONS

(Requires written concurrence from Division of Risk Management)

- D3.6 ☐ Attached Exhibit D-1 identifies and provides justification for insurance modifications.

Above *checked* modifications of the insurance requirements specified in Article D2 are hereby approved:

CONTRACTING OFFICER

Signature: _____
 Name: _____
 Title: _____

Date: _____

PROPOSED STATEMENT OF SERVICES

APPENDIX B

RFP No: 25212013
IRIS Program No: CFHWY00550
Federal Project No: 0001653
Date Prepared: 7/20/2020

AMATS: Seward Highway to Glenn Highway Connection Planning & Environmental Linkage (PEL) Study

ARTICLE B1 INDEX OF ARTICLES

Article	Subject
B2	Exhibits
B3	Regulations, Guidelines and Standards of Professional Practice
B4	Administrative Requirements
B5	Project Location and Description
B6	Summary of Contract Services
B7	Management
B8	Statewide Environmental Office (SEO) Assistance
B9	Communications Management
B10	Maps, Studies and Other Data
B11	Traffic Forecast
B12	Travel Demand Model
B13	Purpose and Need
B14	Alternatives Design Criteria
B15	A Basic Description of the Environmental Setting
B16	Preliminary Alternative Development
B17	Initial Alternative Screening
B18	Development of Detailed Alternatives
B19	Preferred Alternative Selection
B20	Preferred Alternative Construction Phasing & Financial Plan
B21	PEL Document
B22	Completion Documents

ARTICLE B2 EXHIBITS

<u>Exhibits</u>	<u>Subject</u>
B-1	Project Location Map
B-2	Project Schedule
B-3	Environmental Document Regulations and Guidelines
B-4	Informational Websites
B-5	Transportation & Planning Documents
B-6	Forms

ARTICLE B3
REGULATIONS, GUIDELINES AND STANDARDS
OF PROFESSIONAL PRACTICE

B3.1 General. All studies, reports and services shall be performed in accordance with applicable regulations, guidelines and standards of professional practice including those shown in Exhibits B-3, and B-4. The Contractor shall consider the geographical location of the project as well as other environmental and site specific constraints when performing services for this project.

B3.2 Units of Measure. English units of measurement shall be used throughout development of the project.

ARTICLE B4
ADMINISTRATIVE REQUIREMENTS

B4.1 General. The Contractor shall provide services as identified and authorized by sequentially numbered Notices-to-Proceed.

B4.2 Project Staff. All services must be performed by or under the direct supervision of the following individuals (replacement of, or addition to, the Project Staff named below shall be accomplished only by prior written approval from the Contracting Agency):

<u>Name</u>	<u>Project Responsibilities</u>
Name	Contract Management
Name	Project Management
Name	Planning Services
Name	Public Involvement Services
Name	Civil Engineering
Name	Environmental Services
Name	4(f) Specialist/Cultural Resources Specialist

B4.4 Correspondence. All correspondence prepared by the Contractor shall bear the Contracting Agency's assigned Project name and numbers (State & federal).

B4.5 Documents and Reports. Documents and Reports shall be printed with solid black letters that are double spaced on white, 8.5 inch x 11 inch bond or "Xerox Copy" paper. Other size paper may be used for illustrations if they are folded to 8.5 inch x 11 inch size. Original documents and reports shall be printed on one side of the paper only and shall be ready for copying. Original, camera ready, copies of final documents and reports shall be submitted to the Contracting Agency for a check before printing. All final documents and reports shall also be submitted as document files for Microsoft Word 2010 or compatible software written for IBM compatible computers.

B4.5.1 Copies. When the Contract calls for multiple copies of documents or reports, the copies shall be printed on both sides of the paper. However, the cover and pages with approved illustrations, multicolored graphics, or photographs shall be printed on one side of the page only. All copies - except for originals - shall be comb bound.

B4.5.2 Page Numbers. All documents shall be page numbered to allow every major Section, Chapter, Appendix, etc., to begin on a "right hand," odd numbered page.

B4.5.3 Covers. The cover of all documents and reports shall include the following information:

Name of document or report.

- A. Date.
- B. Indicate whether draft or final.
- C. Project Name.
- D. Federal / State Project Numbers:
- F. Prepared for: Alaska Department of Transportation and Public Facilities.
- G. Prepared by:
- H. Map and/or picture of project area.
- I. All submittals for the PEL shall include the following statement on the cover: "This planning document may be adopted in a subsequent environmental review process in accordance with 23 USC 168 Integration of Planning and Environmental Review" or similar language as directed by the Statewide Environmental Office.

B4.6 Proofreading. The Contractor shall prepare the report(s), which to the greatest extent possible, free of mathematical, grammar, spelling and typographical errors. The Contractor is responsible for professional proofreading of the report(s) to meet the intent of this requirement.

B4.7 Submittals and Reviews. Deliverables submitted to the Contracting Agency shall be complete and proofread as previously described. Work the Contracting Agency determines to be incomplete or inaccurate will be returned to the Contractor.

Deliverables submitted by the Contractor will be reviewed on the following schedule unless an alternate schedule is provided within the Article (based on the State of Alaska Work Calendar). The Internal and Public reviews will be done sequentially. The listed reviewer(s) will be reviewing the deliverable concurrently for each of the deliverable reviews.

Deliverable Review	Reviewer	Comments Memo Required	Adjudication Memo Required	Review Time (working days)
Internal	Contracting Agency & AMATS	Yes	Yes	15
Public	Public	Yes	Yes	25

Following each review, the Contractor shall have 10 working days to review all of the comments, group the comments into similar themes or issues and provide a "Comments Memorandum" with all of the grouped comments attached to the Contracting Agency. The Contractor shall schedule a meeting with the Contracting Agency in the Contractor's office to review the comments. The Contracting Agency shall invite AMATS and other agencies to attend the review meeting as needed. The Contractor and Contracting Agency will adjudicate all comments received in the review meeting. The Contractor shall submit an "Adjudication Memorandum" containing all of the comments received with an explanation on how the comments were adjudicated and a revised deliverable document with track changes on showing the revisions made. A written acceptance of the "Adjudication Memorandum" by the Contracting Agency ends each review.

The Contractor shall provide as many reviews as needed to complete an acceptable product as determined by the Contracting Agency. The Contracting Agency will typically require public reviews be scheduled to coincide with public meetings.

All work associated with submittals and reviews including the Comments Memorandum and Adjudication Memorandum are subsidiary to the submitted deliverable document(s).

B4.8 Reproduction and Distribution. When the contract requires only the original or only one copy of a work product to be delivered, the Contracting Agency will reproduce and distribute any other copies required. Items delivered for reproduction shall be submitted electronically in a .pdf format ready for printing.

ARTICLE B5
PROJECT LOCATION AND DESCRIPTION

B5.1 Location. The project is located in the Municipality of Anchorage, and will create a plan to connect the Seward Highway near 20th Avenue to the Glenn Highway east of the Airport Heights intersection. The project shall also plan to connect into Ocean Dock Road at the Port of Anchorage. The exact beginning and end of project will be determined during development of the Planning Environmental Linkage (PEL) document.

B5.2 Description. This project will create a PEL document for the Seward Highway to Glenn Highway connection as described in the scope of services.

ARTICLE B6
SUMMARY OF CONTRACT SERVICES

B6.1 General. The Contractor shall provide professional services to create a Planning Environmental Linkage document. Specific tasks include planning, environmental studies, forecasting, travel demand modelling, developing a purpose and need, alternative development, cost estimating, construction phasing, and public involvement. The project will include some work that may be accepted into a future environmental document as listed in 23 U.S.C. 168 Integration of Planning and Environmental Review.

Previous work prepared for the 2011 Seward Highway to Glenn Highway Connection draft Environmental Impact Statement is available for use in preparing the PEL document.

B6.2 There is no guarantee given that the Contractor shall be required to provide all of the services detailed in this Statement of Services. Likewise, no guarantee is given that the Contractor shall perform other services for the project beyond that defined in this contract.

B6.3 Additional Services. The Contracting Agency reserves the right to add certain environmental tasks to this contract. These may include the analyses of any of the potentially significant impacts listed in FHWA Technical Advisory T66408A Guidance for Preparing and Processing Environmental and Section 4(f) Documents. The Contracting Agency reserves the right to add a Tier I Environmental Impact Statement (EIS), or a full EIS upon approval from the Statewide Environmental Office.

ARTICLE B7
MANAGEMENT

B7.1 General. This task includes all work required to successfully manage, coordinate and submit payment requests for this project.

B7.2 Project Schedule. A Project Schedule is attached as Exhibit B-2. The Contractor agrees to expend all effort necessary to stay on schedule and meet the contract delivery dates. If the Contractor becomes aware of any reason why the project schedule may be delayed, such reason shall be identified in writing to the Contract Manager within five working days of discovery.

The project schedule provided in Exhibit B-2 shall be entered into Microsoft Projects. The Contractor shall create a detailed schedule for deliverables included in Articles 9 through Article 22. At a minimum, the schedule shall include the relationship of the start and stop dates for each of the deliverable tasks.

The Contractor shall provide an updated schedule with their payment request whenever the Contractor and Contracting Agency agree on schedule changes. The Contractor shall provide an editable Microsoft Projects file and a pdf file for the initial schedule and each updated schedule thereafter.

B7.3 Coordination with the Contracting Agency. The Contractor shall schedule and attend periodic briefing meetings (once per month or as directed by the Contracting Agency) with the Contract Manager. Specific members of the Contractor's staff and subcontractor staff shall also attend as directed by the Contracting Agency. The Contractor shall use the briefing meetings to ask any questions on compensation or on the scope of services. The Contractor shall update the Contracting Agency on the project schedule, explain why any tasks are falling behind and explain what corrective actions are being taken to get back on schedule. The Contractor shall keep minutes of all meetings and submit them to the Contract Manager within five working days following each meeting.

B7.3.1 Project Kick-Off Meeting. The Contractor shall schedule and hold a Project Kick-Off meeting with the Contracting Agency within 5 working days following the Notice to Proceed. The purpose of the meeting is to introduce key members of the staff, layout project expectations, answer questions about the project, review the schedule and discuss the contractor's plan for completing the project. Meeting minutes are due 5 working days following the Project Kick-off Meeting.

B7.3.2 Meeting Minutes. The Contractor shall keep meeting minutes of all public, agency, SEO, AMATS and committee meetings. Draft meeting minutes are due in an editable MS Word document within 5 working days of the meeting. The Contracting Agency will provide comments within 5 working day of receiving the meeting minutes. If no comments are received within 5 working days, the meeting minutes will be considered to be accepted as is.

B7.4 Project Coordination. All coordination and correspondence for the project shall be routed through or with the concurrence of the Contract Manager.

B7.4.1 Statewide Environmental Office Communication. All communications with the Statewide Environmental Office regarding this project shall be by the Contracting Agency.

B7.4.2 Contracting Agency Activities. Except as specified otherwise, the Contracting Agency's Contract Manager will coordinate the Contractor's activities with those of various functional groups within the Contracting Agency. These groups may include Materials/Geotechnical; Planning; Traffic, Safety & Utilities; Preliminary Design & Environmental; Right-of-Way; Bridge; Specifications and Cost Estimating; and Contracts. The Contractor shall be responsible for providing timely information required for the project related services performed by the functional groups within the Contracting Agency.

B7.4.3 Agency and Public Coordination. The Contractor shall not commit the Contracting Agency to any action to be accomplished by the proposed project.

B7.4.4 Correspondence. The Contractor shall submit all written material, letters, survey forms, etc., used to communicate information regarding the project to the Contract Manager for review and acceptance prior to its distribution. Copies of all outgoing and incoming correspondence shall be provided to the Contract Manager at least once a week. All outgoing correspondence shall include the project title and state and federal project numbers.

B7.4.5 Release of Information. The release of any project-related information must be approved by the Contract Manager.

B7.4.6 Right-of-Entry Permits. The Contracting Agency will obtain Right-of-Entry authorizations for the Contractor, when required. The Contractor shall provide a minimum of 10 working days advance notice for the Agency to acquire any authorization. Should the authorizations take additional time to obtain, performance schedule(s) may be adjusted accordingly. The Contractor shall not be entitled to any additional compensation for any delay incurred in obtaining Right-of-Entry Permits.

B7.4.7 issues Log. The Contractor shall create and maintain a project issues log. An issues log is used to document and monitor the resolution of issues. Issue logs ensure that issues get resolved, provide a list of previously resolved issues, and make the project team aware of any outstanding issues. Issues shall be clearly stated and categorized based on urgency and potential impact. A project team member is assigned responsibility for resolution of each issue and a target date established for resolution. Both the Contracting Agency and Contractor may add issues to the issues log.

B7.5 Payments. Only one payment request will be submitted per month. A billing report explaining the work done to date, the work being billed for and work anticipated in the next billing period will be included with each payment request. An updated project schedule (when required) and issues log shall be included with each bill. A schedule of values shall be submitted for the appropriate payment items.

B7.6 Deliverables.

Type of Document	Para	Copies	Originals	PDF
Payment Request (monthly)	B7.1-B7.4	0	1	0
Project Schedule (updated as required)	B7.2	0	1	1
Meeting Minutes (all required)	B7.3.1	0	1	1
Correspondence (all required)	B7.4.4	0	1	1
Right-of-Entry requests (all required)	B7.4.6	0	1	1
Issues Log (all required)	B7.4.7	0	1	1

ARTICLE B8
STATEWIDE ENVIRONMENTAL OFFICE (SEO) ASSISTANCE

B8.1 General. The Statewide Environmental Office (SEO) is responsible for coordinating with the Cooperating and Participating Agencies involved with the project, preparing an environmental checklist, establishing a public and agency participation plan and making final environmental decisions for the work product to be accepted under 23 USC 168 Integration of Planning and Environmental Review. The Contractor shall assist the SEO with all administrative tasks required for the SEO to complete their work.

B8.2 SEO Responsibilities. The SEO is Lead Agency for the duties described in 23 USC 139 Efficient Environmental Reviews for Project Decision-making. As such, the SEO is responsible for the following project tasks:

- 23 USC 139(d)(2) Identify federal and non-federal agencies and invite them to become participating agencies;
- 23 USC 139(e)(5) create an environmental checklist with participating agencies;
- 23 USC 139(g)(1) develop Public and Agency participation plan;
- 23 USC 139(f)(1-3) Purpose and Need development and
- 23 USC 139(f)(4) alternative analysis.

A PEL will need to follow the requirements of 23 USC 139 to have the work products developed in the PEL accepted at the end of the PEL.

B8.3 Contractor Administrative Assistance. Contractor's administrative assistance shall include, but is not limited to the following tasks:

- Maintaining project records for the SEO;
- Tracking and updating the project schedule for the SEO;
- Coordinating public and participating agency communications with the SEO;
- Arranging meetings with the participating agencies and public; and
- Consolidating work product comments from and to the SEO.

All project records shall be assembled and submitted as the Final Project Records at the end of the project.

B8.4 Submittals and Reviews. The SEO is responsible for reviewing and accepting the administrative work prepared under their direction.

B8.5 Deliverables.

Type of Document	Para	Copies	Originals	PDF
Project schedule updates and consolidated work product comments as needed	B8.3	0	1	1
Final Project Records	B22.4	0	1	1

ARTICLE B9 COMMUNICATION MANAGEMENT

B9.1 General. Communication management includes the timely and appropriate generation, collection, distribution, storage, retrieval, and disposition of project information for both internal and external stakeholders. This article divides communication management into the following five tasks: identifying stakeholders, communication plans, communication methods and techniques, communications support, and execution and payment.

The objectives of this Article are to provide opportunities for all stakeholders to be informed and participate in the project and to have the local planning authorities review and approve the recommendations of the Final PEL Report as required under AS 35.30.010 Review and Approval By Local Planning Authorities. The communication plan prepared for this project shall be directed toward accomplishing these two objectives.

At the time of the writing of this scope of services, public gatherings have been either banned or discouraged to prevent the spread of the Covid 19 virus. Some virtual public involvement techniques are included in this scope of services. The Contractor is encouraged to suggest other public participation methods that conform to the government directed social distancing requirements.

B9.2 Identifying Stakeholders. Identifying stakeholders is the process of identifying all people and organizations impacted by the project, documenting relevant information regarding their interests, involvement, and impact on project success. Project stakeholders are persons and organizations such as the government agencies, businesses, and the public that are actively involved in the project, or whose interests may be positively or negatively affected by the execution of completion of the project. The Contractor shall complete the following tasks to identify, classify and manage stakeholders.

B9.2.1 Stakeholder Register. The Contractor shall identify all potential project stakeholders and classify them as shown in paragraph B9.2.2. Contact information and preferred project update method (email or postcards/newsletters) shall also be included. The stakeholder register shall be suitable for use as a mailing or email list. The Contractor shall add additional stakeholders over the life of the project.

All of the information listed in this article may not be possible to acquire; however, the Contractor shall make a reasonable effort to obtain the missing information and make assumptions where appropriate.

The stakeholder register will be developed on a password protected Excel spreadsheet. The stakeholder register and password will be shared with the Contracting Agency. The stakeholder register is considered to be confidential information by the Contracting Agency and shall not be shared with any other entity without permission.

B9.2.2 Stakeholder Classification. The Contractor shall classify stakeholders into groups for use in developing stakeholder management strategies. At a minimum, the Contractor shall apply the following three classifications to each stakeholder:

- Affiliation – e.g., Public, Business, Government, Agency, Contracting Agency, etc.
- Support – Supporter, Neutral, Resistor (default is neutral)
- Issue(s) – e.g., Regulatory, Economic, Right-of-Way, Environmental, etc.

The stakeholder classification for each stakeholder shall be included in the Stakeholder Register. The stakeholder classification is a tool that will be available in developing stakeholder management strategies.

B9.3 Communication Plan. The Contractor shall prepare a single communications plan for the project. The Contractor shall meet with the Contracting Agency before developing the Communications Plan to discuss areas of concern, required elements, stakeholders and communication options.

B9.3.1 Stakeholder Management Strategy. The Contracting Agency wants to direct its communication activities in a focused manner based on the information contained in the stakeholder register; therefore, the Contractor shall, at a minimum, develop stakeholder management strategies based on the stakeholder classification. Not every combination of stakeholder classification requires a separate strategy.

B9.3.2 Communications Plan Content. The Communication Plan will, at a minimum, contain the following elements:

- Identification of stakeholder groups and their associated management strategy;
- Information to be communicated, including level of detail;
- Reason for the distribution of that information;
- Time frame and frequency for the distribution of required information;
- Communication methods and techniques used to convey the information;
- Resources allocated for communication activities, including time and budget;
- Flow charts of the information flow in the project (internal and external);

B9.3.3 Title VI of the Civil Rights Act of 1964 Compliance. Project communications (project involvement) shall meet the requirements of the following: Title VI of the Civil Rights Act of 1964 (Title VI); Executive Order 12989 Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; and FHWA Order 6640.23A FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

Under Title VI, each federal agency is required to ensure that no person on the grounds of race, color, or national origin, is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. Therefore, the communication plan shall:

"Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;"
23 CFR 450.210(a)(1)(viii) and 450.316(a)(1)(vii)

The Contractor shall maintain a separate file documenting Title VI compliance activities as they occur.

B9.3.4 Communication Plan Updates. The Communication Plan shall be updated as directed by the Contracting Agency. The Contractor shall update the Communication Plan with any new information gathered during from the initial Communication Plan development or last update. The Contractor shall also assess the effectiveness of the Communication Plan and update the stakeholder management strategies and communication methods and techniques accordingly. Measures of effectiveness may include the following:

- Social and/or digital media metrics;
- Response rates of enterprise media;
- Survey results; or
- Other methods recommended by the Contractor.

B9.4 Communication Methods and Techniques. This section lists communication methods and techniques that have been used by the Contracting Agency on other projects. It is anticipated that the communication methods and techniques listed below will form the basis of the communication plan. The Contractor may suggest additional methods and techniques to the Contracting Agency for consideration.

B9.4.1 Committees. The Contracting Agency may decide to form one or more committees in support of the project (e.g., Executive Oversight Committee, Technical Advisory Committee, Community Advisory Committee). Committees should typically include between three (3) and twelve (12) members. When the Contracting Agency decides to form a committee, the Contractor is responsible for the following tasks:

Committee Creation

1. Create Committee Charter and obtain approval from the Contracting Agency. At a minimum, the Committee Charter shall contain the following:
 - a. purpose of the committee;
 - b. qualifications for serving;
 - c. anticipated types of issues the committee will provide guidance and/or oversight on;
 - d. level of authority on the project (advisory, regulatory or directive);
 - e. expected life; and
 - f. frequency and location of the meetings.
2. Identify committee members, a Committee Chairman and obtain approval from the Contracting Agency.
3. Contact potential committee members, Chairman and obtain a commitment to serve.
4. Create and distribute committee roster with contact information.

In-Person Committee Meetings

1. Create and distribute a meeting agenda approved by the Contracting Agency.
2. Invite the committee members and coordinate a meeting time and location.
3. Reserve an appropriate meeting location and pay for it if required.
4. Prepare and provide copies of any documents, exhibits and/or presentation materials needed by the committee to do their work.
5. Take meeting minutes and document attendance. Distribute draft meeting minutes to the committee and Contracting Agency within five (5) working days. Allow five (5) working days for comments. Incorporate any comments received into the draft meeting minutes to create the final meeting minutes. Final meeting minutes are due fifteen working days after the meeting.
6. Provide coffee and/or other refreshments as appropriate.

Virtual Committee Meetings

1. Create and distribute a meeting agenda approved by the Contracting Agency.
2. Invite the committee members and coordinate a meeting time.
3. Prepare and send electronically copies of any documents, exhibits and/or presentation materials needed by the committee to do their work.
4. Take meeting minutes and document attendance. Distribute draft meeting minutes to the committee and Contracting Agency within five (5) working days. Allow five (5) working days for comments. Incorporate any comments received into the draft meeting minutes. Final meeting minutes are due fifteen working days after the meeting.

B9.4.2 Public Meetings & Public Hearings. Public Meeting can be held virtually or in-person. Public Hearings must be held in-person unless directed otherwise.

In-person Public Meetings and Public Hearings are large meetings arranged by the project, typically in an “Open House” (aka. Open Forum) format. The Contractor is responsible for the following tasks for in-person Public Meetings and Public Hearings:

In-person Public Meetings and Public Hearings

1. Obtain approval for the meeting's time, date and place with the Contracting Agency.
2. Publicly advertise the meeting in advance using the newspaper, postcards, e-mail, social media and other means as appropriate. For Public Hearings, the Contractor shall comply with Notification for Public Hearing requirements provided in the Alaska Environmental Procedures Manual.
3. Reserve a meeting location and pay for it if required.
4. Prepare all documents, exhibits and/or presentation materials needed for the meeting. Present the all or portions of the project as directed.
5. Offer opportunities for the public to comment on the project.
6. Provide a minimum of five members of the project team including the project manager and public involvement person to answer questions from the public.
7. Provide coffee and/or other refreshments as appropriate.
8. Provide a list of the people who attended and a summary of comments received within five (5) working days of the public meeting/hearing.
9. The Contracting Agency may require a Facilitator or translator(s) to attend the meeting/hearing.
10. For Public Hearings, provide a court reporter to take oral testimony from public.

Virtual public meetings are held on-line over a specified period of time (comment period). Virtual public meetings are advertised before and during the comment period. On-line displays are created and arranged similar to an Open House style of meeting.

The public may view the project meeting content and ask questions or provide comments within a virtual public meeting website. The Contractor is responsible for the following tasks for virtual public meetings:

Virtual Public Meetings

1. Obtain approval from the Contracting Agency for the virtual public meeting's comment period along with the Contractor's plan to publicly advertise the virtual public meeting.
2. Publicly advertise the virtual public meeting in advance using the newspaper, postcards, e-mail, social media and other means as appropriate.
3. Prepare all documents, exhibits and/or presentation materials needed for the virtual public meeting. Present all or portions of the project as directed. Review materials to be included in the virtual public meeting with the Contracting Agency prior to uploading them to the project website.
4. Upload to the website all documents, exhibits and/or presentation materials needed for public review.
5. Offer opportunities for the public to comment on the project within the virtual public meeting portion of the project website. Review public comments daily. Comments received shall not be available to the public until screened for inappropriate content (language, images, etc.). Flag those comments of significance and notify the Contracting Agency.
6. Provide a list of the people who attended and a summary of comments received within five (5) working days of the end of the comment period.

The Contracting Agency does not typically hold Public Meetings or Public Hearings from May 15 through September 15. Public Meeting or Public Hearings may only be held during May 15 through September 15 with the written permission from the Contract Manager.

B9.4.3 Small Group Meetings. Small Group Meetings typically occur when the project team is invited to attend a meeting by the small group at their location. Examples of organizations that the project may meet with include the AMATS, Chamber of Commerce, Rotary Club, Community Councils or local Borough or City Assembly.

Small Group Meetings may be held in-person or virtually.

The Contractor is responsible for the following tasks for in-person small group meetings:

In-Person Small Group Meetings

1. Obtain approval to accept or extend an invitation or an offer to present the project to a small group from the Contracting Agency.
2. Confirm time, location, approximate number of participants and any specific issues the small group would like additional information on.
3. Prepare all documents, exhibits, presentation materials and an agenda as needed for the meeting.
4. Offer opportunities for the public to comment on the project at the meeting.
5. Provide at least one project team member to attend the meeting.
6. Take meeting minutes of the meeting.
7. Provide meeting minutes, a list of the people who attended and a summary of comments received within five (5) working days of the meeting.

Virtual Small Group Meetings

1. Obtain approval to accept or extend an invitation or an offer to present the project to a small group from the Contracting Agency.
2. Confirm time, approximate number of participants and any specific issues the small group would like additional information on.

3. Coordinate what technology will be used (Zoom, WebEx, Meet-Me lines, MS Teams, etc.) with the small group to conduct their meeting. Obtain all phone numbers, websites, meeting numbers, passwords, etc. needed to attend the meeting.
4. Prepare and sent electronically all documents, exhibits, presentation materials and an agenda as needed for the meeting.
5. Offer opportunities for the public to comment electronically on the project during and after the virtual meeting.
6. Provide at least one project team member to attend the virtual meeting.
7. Take meeting minutes of the meeting.
8. Provide meeting minutes, a list of the people who attended and a summary of comments received within five (5) working days of the meeting.

B9.4.4 Workshops. When directed, the Contractor shall arrange a workshop or workshops to assist the project team in addressing project issues and allow the participants to understand the conditions and criteria for making transportation decisions. Workshops are usually one (1) day long and consist of 15 to 30 participants. The Contractor shall be responsible for the following tasks for Workshop(s):

Workshop Preparation

1. Create a workshop agenda.
2. Reserve an appropriate workshop location and pay for it if required.
3. Identify potential workshop members and obtain approval from the Contracting Agency.
4. Contact potential workshop members and obtain a commitment to serve.

Workshop Execution

1. Prepare and provide copies of any documents, exhibits and/or presentation materials needed by the committee to do their work.
2. Brief the participants on the overall project, materials prepared, and workshop goal.
3. Separate the participants into groups of four (4) to six (6) persons. Provide at least one staff member for every two (2) groups to assist in their efforts.
4. Allow time at the end of the workshop for all of the groups to present their concepts and concerns.
5. Take meeting minutes during the workshop. Submit meeting minutes to the Contracting Agency within five (5) working days.
6. Provide coffee and/or other refreshments as appropriate. This can include providing lunch during the workshop for the participants.

B9.4.5 Press Event. When directed, the Contractor shall arrange for a Press Event. The Contractor is responsible for the following tasks for Press Events:

Press Events

1. Obtain approval for the Press Event's time, date and place with the Contracting Agency.
2. Reserve a Press Event location and pay for it if required.
3. Prepare all documents, exhibits and/or presentation materials needed for the meeting including a draft press (media) release.
4. Prepare "talking points" for the Contracting Agency.
5. Invite members of the "press" to the "event".
6. Provide the project manager, environmental lead and public involvement person to answer questions from the press.
7. Present all or portions of the project as requested by the Contracting Agency.

8. Provide coffee and/or other refreshments as appropriate.
9. Provide a list of the people who attended and a summary of comments received within five (5) working days of the public meeting.

B9.4.6 Project Website. The Contractor shall develop and maintain a project website using the State of Alaska "Look and Feel Standards" <http://alaska.gov/LookAndFeel/>. The project website shall be capable of hosting a virtual public meeting and receiving comments from the public. The initial project website shall contain the following sections:

Initial Project Website

1. Project description.
2. Map of the project area.
3. Schedule.
4. Frequently Asked Questions.
5. Draft and final documents.
6. Public involvement activities.
 - a. Newsletters
 - b. Virtual of in-person Public Meetings/Hearings with meeting presentation materials
 - c. Small Group meetings
 - d. Workshops
 - e. Public written comments received
7. Links.
8. Submit your comments.
9. Contacts.

The Contractor shall provide a copy of the initial website and all updates to the Contracting Agency and obtain their approval before implementing the website or any updates.

B9.4.7 Social Media. The Contractor shall provide the same content as is included on the project website to the person designated by the Contracting Agency. The Contracting Agency will be responsible for initiating and maintaining all social media sites.

B9.4.8 Newsletters. Newsletters are used to provide the public with periodic updates about the project. The Contractor shall design, print and mail newsletters distribution to the mailing list. The Contractor shall submit draft newsletters to the Contracting Agency for review and approval prior to mailing. The printing and mailing of newsletters shall be outsourced to a third party and expensed to the project.

B9.4.9 Postcards. Postcards are used to provide notice of Public Meetings or other specific public events. The Contractor shall design, print and mail postcards for distribution to the mailing list. The Contractor shall submit draft postcards to the Contracting Agency for review and approval prior to mailing. The printing and mailing of postcards shall be outsourced to a third party and expensed to the project.

B9.4.10 Email. Email may be used as an alternative or additional method for information distribution to newsletters and postcards. The Contractor shall maintain the email distribution list and send email distributions.

B9.4.11 Stakeholder Interviews. The Contractor shall conduct interviews with at least ten stakeholders at a minimum of six-month intervals throughout the development of the project. The interviewed stakeholders shall represent a broad cross section of the affected community. The intent of this effort is to keep project team members abreast of changing issues and stakeholder perspectives as the project progresses. Stakeholders may be contacted in-person or electronically through a phone or computer. The Contracting Agency shall review and approve the interview questions before conducting the interview.

B9.4.12 Travelling Open House/Listening Post. When directed, the Contractor shall develop and implement Travelling Open Houses/Listening Posts, which will consist of a set of informational displays and handouts set up in a public place over a 4 or more hours period with a staff person to answer questions and listen to input from participants. The Travelling Open House/Listening Post event(s) will be announced through postcards, contact with the media including display ads, social media, and on the project website.

B9.4.13 Facilitation and Translation Services. When directed, the Contractor shall provide a third party facilitator or translator(s) to assist in public meetings or events. The Contractor shall provide a resume and proposed rates for the facilitator or translator(s) to the Contracting Agency for approval at least 10 working days in advance of the meeting or event.

B9.4.14 Draft Resolution of Support. The Contractor shall prepare a Draft Resolution of Support for the project to be adopted by the Municipality of Anchorage Assembly.

B9.4.15 Story Maps. The Contractor shall develop story maps using ESRI ArcGIS StoryMaps or similar software to create multi-media presentations on the overall or specific features of the project. The intent is to use this technique to increase the public understand the project. Possible uses of Story Maps include providing an overview of the project area for the development of the purpose and need, presenting alignment alternatives, explaining the environmental impacts of the alternatives, and showing the estimated project phasing and costs.

Story Maps is a tool to support virtual public meetings. Story Maps is an optional public involvement technique and the Contractor is not required to have or use this technique. Videos on Story Maps can be found at following sites:

FHWA Story Map link: <https://www.youtube.com/watch?v=97YNnyYW-gY>

Creating an ESRI ArcGIS StoryMaps example:
<https://www.youtube.com/watch?v=8wY14zHDmEs>

B9.5 Communication Support. Communication support consists of the ongoing communication tasks required to support the project. These tasks include:

1. Serving as the point of contact for public inquiries on the project regardless of the source as directed by the Contracting Agency.
2. Providing written and oral responses to comments, questions and requests for information. Prepare draft letters to stakeholders as requested.
3. Maintaining and updating the stakeholder register, project website, and issues log. Providing updates to the Contracting Agency for use on social media.
4. All work required under B8.4.7 Social Media, B8.4.9 Postcards, B8.4.10 Email and B8.4.11 Stakeholder Interviews.
5. All effort required to obtain a court recorder, facilitator, translator or other specialists required for public involvement activities. Payment to these entities shall be expensed.
6. Preparing draft press or media releases.
7. Providing on-going strategic advice to the Contracting Agency on public communication over the life of the project.
8. Tracking all project related comments and responses on an electronic spreadsheet.

Responses and updates shall be approved by the Contracting Agency prior to distribution. The Contractor shall not commit the Contracting Agency to any unapproved course of action.

B9.6 Execution and Payment. The Contractor shall prepare a Stakeholders Register, Initial Communication Plan and execute those Communication Methods and Techniques contained in the Communications Plan and/or authorized by the Contracting Agency.

Communications Support will be divided by the number of months shown on the schedule and paid in equal payments over the life of the project. The Contractor will be paid the balance of the Communications Support task should they complete the work ahead of schedule. Other work items under the Communications Article will be considered complete for payment once they are accepted by the Contracting Agency.

B9.7 Submittals. Only an Internal Review is required.

B9.8 Deliverable Items.

Item	Para.	Pay Unit	Copies	Original	PDF
Initial Stakeholder Register with Assessment, Classification and Strategy	B9.2	LS	1	1	1
Communication Plan – Initial	B9.3	LS	1	1	1
Communication Plan – Update	B9.3.5	EA	1	1	1
Committee Creation	B9.4.1	EA	1	1	1
In-Person Committee Meetings	B9.4.1	EA	1	1	1
Virtual Committee Meetings	B9.4.1	EA	1	1	1
In-Person Public Meetings/Public Hearings	B9.4.2	EA	1	1	1
Virtual Public Meetings	B9.4.2	EA	1	1	1
In-Person Small Group Meetings	B9.4.3	EA	1	1	1
Virtual Small Group Meetings	B9.4.3	EA	1	1	1
Workshops	B9.4.4	EA	1	1	1
Press Events	B9.4.5	EA	1	1	1
Initial Project Website	B9.4.6	LS	1	1	1
Newsletters	B9.4.8	EA	1	1	1
Traveling Open House/Listening Post	B9.4.12	EA	1	1	1
Facilitation and Translation Services	B9.4.13	EA	1	1	1
Draft Resolution of Support	B9.4.14	LS	1	1	1
Story Maps	B9.4.15	EA	1	1	1
Communication Support	B9.4.5	LS	1	1	1

ARTICLE B10

MAPS, STUDIES AND OTHER DATA

B10.1 General. The Contractor shall use, obtain or create the mapping and other data described in this article. All new maps shall be compatible with the Municipality of Anchorage GIS mapping system.

B10.2 Project Area. The Contractor shall provide a memorandum with a sketch showing the Probable Limits of the Alternatives (PLA). The PLA shall form the boundary for the satellite or aerial photography and other mapping required for the contract. Written approval of the PLA from the Contracting Agency is required before purchasing the satellite or aerial photography or creating any new maps.

B10.3 Municipality of Anchorage GIS Data & Mapping. The Municipality of Anchorage (MOA) has GIS data suitable for use in the PEL and shall form the basis for mapping for the project. The Contractor shall obtain a copy of the MOA's GIS Data and Mapping within and near the PLA for use on the project.

B10.4 Aerial Imagery. The Contractor shall obtain satellite or aerial photo data (aerial imagery) within the PLA. The Contractor shall provide a memorandum with a sketch showing the limits of the satellite or aerial photography and the resolution (pixels/meter or pixels/foot) requested. The aerial imagery shall be georeferenced to match the Municipality of Anchorage GIS mapping system. Written approval from the Contracting Agency is required before purchasing the satellite or aerial photography. The Contractors shall incorporate the aerial imagery as a layer in the project GIS system. Separate pricing is required for the following options:

- 1 inch = 1 square yard (or 1 square meter)
- 1 inch = 1 square foot (or 0.1 square meter)

B10.5 Section 4(f) Resource Map and Report. The Contractor shall identify and create a map showing all 4(f) resources within the PLA and a companion report that identifies the owner of the property and describes the use or function that makes the property a 4(f) resource within the PLA. All work shall be accomplished under the direction of the Section 4(f) Specialist.

B10.6 Cultural Resources Map and Report. The Contractor shall identify and create a map showing the cultural resources within the PLA and a companion report that identifies the cultural resource and its owner. The purpose of this map and report is to provide information on cultural resources so important cultural resources can be avoided during the development of preliminary alternatives. Information for the map shall come from the Alaska Heritage Resources Survey (AHRs) data repository. All work shall be accomplished under the direction of the Cultural Resource Specialist.

B10.7 Hazardous Waste Sites Map and Report. The Contractor shall create a map showing all hazardous waste sites regulated by the Resource Conservation and Recovery Act and the Comprehensive Environmental Response, Compensation, and Liability Act and any non-regulated waste sites located within the PLA. The Contractor shall also create a companion report that identifies the owner of the property and describes the type of waste located at the property. Information is available at the Alaska DEC Contaminated Sites website.

B10.8 Reserved.

B10.9 Wetlands Map. The Contractor shall create a map identifying all wetlands located within the PLA. The wetlands map shall be created from existing MOA mapping and expert judgement from aerial photos.

B10.10 Floodplains Map. The Contractor shall create a map identifying the 100 year floodplain from all water bodies located within the PLA. This information shall be extracted from existing FEMA flood hazard mapping.

B10.11 Major Utilities Map. The Contractor shall identify utility facilities and components that will be difficult and/or expensive to relocate. Examples include: large high pressure natural gas mains, sewer interceptors, electrical substations, telecom switching stations, electrical transmission lines, etc. Local utility distribution systems should typically not be included on the map. The Contractor shall meet with each of the affected utilities to obtain system as-builts and identify critical facilities within the PLA.

B10.12 Social Groups Maps. The Contractor shall prepare one or more maps showing the social groups that could be specially benefitted or harmed by a proposed project. The map should identify locations where low income, elderly, disabled, non-drivers, transit dependent, minority or ethnic populations are overrepresented. Visual inspections, census data, interviews with community leaders and interviews with any affected housing authorities shall be used to obtain the necessary data.

B10.13 Submittals and Reviews. Only an internal review is required for the documents listed in this Article. Internal reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B10.14 Deliverable Items:

Item	Para.	Shapefile	Original or Print	PDF
Probable Limits of Alternatives Memorandum	B10.2	1	1	1
Obtain MOA GIS Mapping	B10.3	1		
Aerial Imagery Memorandum	B10.4		1	1
Aerial Imagery	B10.4	1		
Section 4(f) Resource Map and Report	B10.5	1	1	1
Cultural Resource Map and Report	B10.6	1	1	1
Hazardous Waste Sites Map and Report	B10.7	1	1	1
Wetlands Map	B10.9			
Floodplains Map	B10.10			
Major Utilities Map	B10.11	1	1	1
Social Groups Map	B10.12	1	1	1

**ARTICLE B11
TRAFFIC FORECAST**

B11.1 General. The Contractor shall create traffic forecasts for the Seward and Glenn Highways throughout the study area through 2050. The traffic forecast is needed to ensure the proposed alternatives will meet the purpose and need over the study's planning horizon. The planning horizon for this study begins in 2020 and extends to 2050, a period of 30 years. At a minimum, the traffic forecast shall include the traffic information needed to complete the Alaska Highway Preconstruction Manual (HPM) Figure 1100-1 Design Designation form and Figure 1100-2(a) Project Design Criteria for New and Reconstruction Projects form. The information in the forecast shall be suitable for use in traffic modelling.

Given the uncertainty for growth in the Municipality of Anchorage, the Contracting Agency desires a simple historical trend analysis technique correlating the future populations of the Municipality of Anchorage and the Matanuska-Susitna Borough to the future traffic forecast. Extraordinary events like the construction of a gas pipeline or the building of the Knik Arm Bridge shall be excluded from the traffic forecast.

B11.2 Population Projection. The State of Alaska, Department of Labor (DOL) provides population projections for the boroughs and census areas within Alaska. The Contractor shall use the current DOL population projections in developing the traffic forecast. Historical population data and the current DOL population projections can be found at the DOL website.

B11.3 Traffic Forecast. A historical trend analysis that correlates past population with traffic then projects future traffic based on the DOL population projections is required. A "best fit" trend line is required and may be linear, exponential, logarithmic or polynomial based. The Contracting Agency will provide historical traffic data for the Glenn Highway, Seward Highway and other roads within the area of interest.

The Contractor shall prepare a Traffic Forecast Memorandum containing the following information:

- A. A description of the methodology used to create the traffic forecast,
- B. The Anchorage area population forecast,
- C. A table showing all of the traffic forecast information in five year increments over the planning horizon,
- D. Graphs of the traffic forecast information over the planning horizon, and
- E. A summary of the assumptions made in preparing the traffic forecast.

B11.4 Traffic Forecast Update. This task may be authorized at the discretion of the Contracting Agency. The Contractor shall provide one (1) update of the traffic forecast based on additional traffic counts and revised future population estimates from DOL when directed by the Contracting Agency. The results shall match the requirements of the Traffic Forecast Memorandum and be submitted in a Traffic Forecast Update Memorandum. If implemented, the updated traffic forecast will be required sometime after the 2020 U.S. Census results are published.

B11.5 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B11.6 Deliverable Items:

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Traffic Forecast Memorandum – Internal Review	B11.3, B11.5	1	1	1
Traffic Forecast Memorandum – Public Review	B11.3, B11.5	1	1	1
Traffic Forecast Update Memorandum – Internal Review	B11.4, B11.5	1	1	1
Traffic Forecast Update Memorandum – Public Review	B11.4, B11.5	1	1	1

ARTICLE B12

TRAVEL DEMAND MODEL

B12.1 General. The Contractor shall use the data from the current AMATS Travel Demand Model to model the future traffic for the alternatives selected for detailed analysis as well as the no-build alternative. The Contractor shall also create an origin-destination study for traffic affected within the study area.

B12.2 AMATS Travel Demand Model. The current AMATS travel demand model uses TransCAD software. A copy of the Travel Demand Model Update: Travel Model Development Report June 11, 2016 providing information on the model is available for downloading on the AMATS website. The existing travel model data will be provided to the Contractor for use in modelling alternatives.

B12.3 Travel Demand Modelling. The Contractor shall submit a Travel Demand Modelling Memorandum outlining how the travel demand modelling shall be accomplished for the study. At a minimum, the memorandum shall include the following information: any new data requirements, any limitations of the travel demand model, modelling personnel, modelling or data assumptions and the format of the results. The Contractor is required to obtain written approval from the Contracting Agency before beginning the travel demand modelling.

The travel demand model shall incorporate projects included in the MOA's Transportation Improvement Plan, the DOT&PF's Statewide Transportation Improvement Plan and AMATS Metropolitan Transportation Plan into the model as if already constructed.

Travel demand modelling analysis and results are required at 10 year increments through 2050 for the existing road network (no-build alternative) and all detailed developed alternatives. Whole alternatives shall be modelled. The modelling of specific phases of the build alternatives are not required as part of the basic work but may be added in later if requested by the Contracting Agency. The Contractor shall summarize the findings of the travel demand modelling and submit a Travel Demand Modelling Report to the Contracting Agency. The travel demand modelling data shall be submitted to the Contracting Agency at the end of the study.

B12.4 Origin-Destination Study. A Bluetooth or other approved method shall be used to create an origin-destination study for travel affected within the study area. The information gathered by the origin-destination study shall be used to calibrate or otherwise adjust the travel demand model and to better understand traffic flow within the study area. The Contractor shall summarize the finding of the study and submit an Origin-Destination Study Report to the Contracting Agency.

The Contractor shall submit an Origin-Destination Study Memorandum outlining how the origin-destination study shall be accomplished. At a minimum, the memorandum shall include the following information: data collection methodology, study times and date(s), data collection locations, personnel involved and the format of the results. The Contractor is required to obtain written approval from the Contracting Agency before beginning the origin-destination study.

B12.5 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B12.6 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Travel Demand Modelling Memorandum – Internal review	B12.3	1	1	1
Travel Demand Modelling Report – Internal Review	B12.3	1	1	1
Travel Demand Modelling Report – Public Review	B12.3	1	1	1
Travel Demand Modelling Data	B12.3	1	1	1
Origin-Destination Study Memorandum – Internal Review	B12.4	1	1	1
Origin-Destination Study Report – Internal Review	B12.4	1	1	1
Origin-Destination Study Report – Public Review	B12.4	1	1	1

ARTICLE B13 PURPOSE AND NEED

B13.1 General. The Contractor shall prepare a Purpose and Need statement (P&N) meeting the requirements of 23 CFR 1502.13 for Environmental Impact Statements. Development of a P&N shall be consistent with the methodologies provided in FHWA Technical Advisory T6640.8A and the AASHTO Practitioner's Handbook – Defining the Purpose and Need and Determining the Range of Alternatives for Transportation Projects.

The Contractor shall concurrently develop evaluation criteria for the selection of alternatives for detailed analysis and a preferred alternative.

B13.2 Purpose and Need Definition. The “need” describes the key problem(s) to be addressed and explains the underlying causes of those problems. The “purpose” states why the project is being proposed and articulates the positive outcomes that are intended.

B13.3 Purpose and Need Development. A project’s need will generally fall within one of the following categories: mobility, safety, or condition, although other categories may also exist. The Contractor shall concentrate on these three primary categories when developing the P&N.

The Contractor shall complete the following steps in creating the purpose and need: system performance, gap analysis, identify problems to be fixed and identify the desired facility performance. Each of these steps is described below.

- A. **System Performance.** System performance is a description of the how the transportation system is envisioned to perform. The Contractor shall review the existing transportation plans previously approved transportation system performance criteria. The Contractor shall also contact the project stakeholders to gain their input on how the stakeholders see the transportation system performing. The Contractor shall provide a System Performance Memorandum describing the recommended transportation system performance along with the reasons for the recommendations.
- B. **Gap Analysis.** The Contractor shall compare the existing and the expected future performance of the transportation system and identify any deficiencies in performance. The Contractor shall provide a Transportation System Gap Analysis identifying current or future deficiencies in the transportation system. The Contractor shall inform the project stakeholders of the results of the gap analysis and provide an opportunity for comment.
- C. **Identify Problems to be Fixed.** It may or may not be feasible to fix all of the deficiencies identified in the gap analysis if there are limitations on time or funding. The Contractor shall provide a Problems to be Fixed Memorandum identifying the transportation system deficiencies to be addressed by the project. This provides the basis of the project’s need. Stakeholder outreach is not needed if all of the deficiencies identified in the gap analysis will be fixed as part of the project.
- D. **Desired Facility Performance.** The desired facility performance may or may not match the system performance described in step A. The desired facility performance and system performance should match if all of the deficiencies identified in the gap analysis are to be fixed as part of the project. The desired facility performance and the system performance will be different if some of the deficiencies identified in the gap analysis are not included in the project. The Contractor shall provide a Desired Facility Performance Memorandum that either confirms the desired facility performance matches the system performance or explains why a different performance level was selected for the project. The desired facility performance provides the basis for the project’s purpose. Stakeholder outreach is not needed if the desired facility performance matches the system performance.

B13.4 Need. The Contractor shall provide a description of the project “need” suitable for inclusion in the PEL Document. The description shall identify and describe the proposed action and the transportation problem(s) or other needs which it is intended to address (40 CFR 1502.13). This description shall clearly demonstrate that a “need” exists and describe the problems which the proposed action is to correct. The description shall form the basis for the “no-build” discussion in the “Alternatives” section, and assist with the identification of reasonable alternatives and the selection of the preferred alternative. Charts, tables, maps, and other illustrations (e.g., typical cross-section, photographs, etc.) are encouraged as useful presentation techniques (Technical Advisory T 6640.8A).

The Contractor shall adhere to the following general principles when drafting the problems or needs of the study:

- A. Do not frame the needs in terms of a solution.
- B. Include both known and foreseeable problems.
- C. State needs as specifically as possible.
- D. State problems in a way that is understandable to the public.
- E. Identify problems in a way that can be related to possible alternatives.

B13.5 Purpose. The Contractor shall provide a project purpose that shall include one primary purpose and may include other desirable outcomes. A single primary purpose is desired; however, multiple primary purposes will be allowed, if needed. The Contractor shall explain how the “purpose” is “SMART” (Specific, Measurable, Agreed-upon, Realistic and Timebound). An example and explanation of a “SMART” template can be found in the Supplemental Information for FHWA Resource Center Delivery of Purpose & Need Training (version 2, June 2014). Other desirable outcomes do not require a “SMART” explanation.

B13.6 Recommended Alternative Selection Criteria. Alternative Selection Criteria are intended to measure the extent to which an alternative will improve system performance. They also help to define trade-off when comparing alternatives. Alternative Selection Criteria can be natural scales (quantitative i.e. cost, area or time) or constructed scales (qualitative i.e. safety, pedestrian friendliness, etc.).

The Contractor shall provide a Recommended Alternative Selection Criteria Memorandum listing the recommended Alternative Selection Criteria. The memorandum shall also include the method for measuring each of the recommended Alternative Selection Criteria and an explanation of why the measure is important in the selection of alternatives for detailed analysis and a preferred alternative.

Working with the Contracting Agency and AMATS, the Contractor shall develop a scoring system to be applied in screening preliminary alternatives for detailed development and for the selection of the preferred alternative. A description of this scoring system shall also be included in the Recommended Alternative Selection Criteria Memorandum.

B13.7 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B13.8 Deliverable Items.

Document	Paragraph	Copies	Originals	PDF
System Performance Memorandum - Internal Review	B13.3	1	1	1
System Performance Memorandum - Public Review	B13.3	1	1	1
Gap Analysis Memorandum – Internal Review	B13.3	1	1	1
Gap Analysis Memorandum – Public Review	B13.3	1	1	1
Problems to be Fixed Memorandum – Internal Review	B13.3	1	1	1
Problems to be Fixed Memorandum – Public Review	B13.3	1	1	1
Desired Facility Performance Memorandum – Internal Review	B13.3	1	1	1

Desired Facility Performance Memorandum – Public Review	B13.3	1	1	1
Purpose and Need – Internal Review	B13.1 thru B13.5; B13.7	1	1	1
Purpose and Need – Public Review	B13.1 thru B13.5; B13.7	1	1	1
Recommended Alternative Selection Criteria Memorandum – Internal Review	B13.6	1	1	1
Recommended Alternative Selection Criteria Memorandum – Public Review	B13.6	1	1	1

ARTICLE B14

ALTERNATIVE DESIGN CRITERIA

B14.1 General. The Contractor shall review the Desired Facility Performance and prepare a set of design criteria supporting the desired performance. The design criteria will be used in preparing the proposed alternatives.

B14.2 Design Criteria. The Contractor shall complete the Alaska Highway Preconstruction Manual (HPM) Figure 1100-1 Design Designation Form and Figure 1100-2(a) Project Design Criteria for New and Reconstruction Projects. The figures shall be completed based on traffic information developed in Article 11 Traffic Forecast and the Design Facility Performance developed in Article 13 Purpose and Need. The Contractor shall create proposed typical section exhibit(s) based on the design criteria.

The Contractor shall submit an Alternative Design Criteria Memorandum containing a narrative supporting the selected design criteria. Completed Figures 1100-1, 1100-2(a) and the proposed typical sections shall be attached to the memorandum.

B14.3 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B14.4 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Alternative Design Criteria Memorandum – Internal Review	B14.1 thru B14.3	1	1	1
Alternative Design Criteria Memorandum – Public Review	B14.1 thru B14.3	1	1	1

ARTICLE B15

A BASIC DESCRIPTION OF THE ENVIRONMENTAL SETTING

B15.1 General. The Contractor shall prepare a basic description of the environmental setting suitable for inclusion as a section in the PEL Document.

B15.2 Preliminary Affected Environmental Content. The basic description of the environmental setting shall provide a concise description of the existing social, economic, and environmental setting for the area affected by all alternatives presented in the PEL Document.

A single description for the general project area is desired rather than a separate one for each alternative.

The general population served and/or affected (city, county, etc.) by the proposed action shall be identified by race, color, national origin, and age. Demographic data shall be obtained from available from the Department of Labor when available or secondary sources (e.g., census data, planning reports). All socially, economically, and environmentally sensitive locations or features in the proposed project impact area (e.g., neighborhoods, elderly/minority/ ethnic groups, parks, hazardous material sites, historic resources, wetlands, etc.), shall be identified on exhibits and briefly described in the text. Specific locations of archeological sites shall be excluded to prevent vandalism.

To reduce paperwork and eliminate extraneous background material, the discussion shall be limited to data, information, issues, and values which will have a bearing on possible impacts, mitigation measures, and on the selection of an alternative. Data and analyses shall be commensurate with the importance of the impact, with the less important material summarized or referenced rather than be reproduced. Photographs, illustrations, and other graphics shall be used with the text to give a clear understanding of the area and the important issues. Other federal activities which contribute to the significance of the proposed action's impacts shall be described.

The description shall also briefly describe the scope and status of the planning processes for the local jurisdictions and the project area. Maps of any adopted land use and transportation plans for these jurisdictions and the project area shall be included in the description if they are helpful in relating the proposed project to the planning processes.

B15.3 A Basic Description of the Environmental Setting Memorandum. The Contractor shall prepare a basic description of the environmental setting memorandum suitable for inclusion as a section in the PEL Document. The basic description of the environmental setting shall be initially submitted in A Basic Description of the Environmental Setting Memorandum.

B15.4 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B15.5 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
A Basic Description of the Environmental Setting Memorandum – Internal Review	B15.1 thru B15.3	1	1	1
A Basic Description of the Environmental Setting Memorandum – Public Review	B15.1 thru B15.3	1	1	1

ARTICLE B16
PRELIMINARY ALTERNATIVES DEVELOPMENT

B16.1 General. The Contractor shall prepare and assist other stakeholders in the preparation of preliminary alternatives to be screened for detailed development.

B16.2 Preliminary Alternatives. The Contractor shall prepare the “no build alternative” and at least three preliminary alternatives that conform to the design criteria established in Article B14 Alternative Design Criteria. Other stakeholders may also submit preliminary alternatives and the Contractor shall assist them in preparing their alternatives for initial screening.

Alternatives may include operational or other travel mode solutions.

Similar preliminary alternatives should be combined into one representative alternative for initial screening.

Mitigation measures and/or desired amenities should not be included as part of preliminary alternatives developed for initial screening. This is to allow for a clear comparison of the transportation benefits between the preliminary alternatives. Mitigation measures and/or desired amenities will be considered for selected alternatives as part of an alternative's detailed development.

The Contractor shall provide the following required information for each preliminary alternative to be considered for initial screening:

- A. A line drawing showing the proposed main alignment(s) with typical sections
- B. A description of the preliminary alternative
- C. Rough Order of Magnitude (ROM) cost estimate (broken down by design, ROW, utilities & construction)
- D. Probable environmental impacts

B16.3 Preliminary Alternatives Memorandum. The Contractor shall provide a Preliminary Alternatives Memorandum containing the required information for all of the preliminary alternatives to be considered for initial screening.

B16.4 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B16.5 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Preliminary Alternatives Memorandum – Internal Review	B16.1, B16.3	1	1	1
Preliminary Alternatives Memorandum – Public Review	B16.3	1	1	1

ARTICLE B17
INITIAL ALTERNATIVES SCREENING

B17.1 General. The Contractor shall assist the Contracting Agency in screening preliminary alternatives for selection for detailed development.

B17.2 Excluded Alternatives. The following alternatives shall not be considered a reasonable alternative needing a detailed analysis unless directed otherwise by the Contracting Agency:

- A. Alternatives that do not meet the project's Purpose and Need, and
- B. Alternatives impacting 4(f) resources (unless all practical alternatives impact 4(f) resources or if the 4(f) impacts are determined to be "de minimis").

B17.3 Preliminary Alternatives Screening. The Contractor shall apply the performance criteria developed in Article 13 Purpose and Need to the non-excluded preliminary alternatives and develop an overall projects score.

These scores should reflect how well each alternative meets the “purpose”. The scores, along with any backup data, shall be submitted to the Contracting Agency.

B17.4 Alternative Selection for Detailed Development. Following appropriate stakeholder involvement, the Contracting Agency and AMATS will meet to select the alternatives for detailed development. The Contractor shall provide any support needed to assist the Contracting Agency and AMATS in making this decision.

B17.5 Initial Alternative Screening Memorandum. The Contractor shall provide an Initial Alternative Screening Memorandum explaining the selection process, summarizing the preliminary alternatives and justifying the selection or non-selection for each of the preliminary alternatives considered (including excluded alternatives).

B17.6 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B17.7 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Initial Alternative Screening Memorandum – Internal Review	B17.5	1	1	1
Initial Alternative Screening Memorandum – Public Review	B17.5	1	1	1

ARTICLE B18
DEVELOPMENT OF
DETAILED ALTERNATIVES

B18.1 General. Each alternative selected for detailed development shall be described using maps or other visual aids such as photographs, drawings, or sketches to help explain the alternative. The material shall provide a clear understanding of the alternative's termini, location, costs, and the project concept (number of lanes, right-of-way requirements, median width, access control, etc.). Cost estimates shall include a breakdown of costs associated with design, construction, utility, right-of-way and environmental mitigation. The Contractor shall also analyze the no-build alternative.

B18.2 Design. For each of the alternatives selected for detailed development, the Contractor shall prepare drawings that show the following design features:

- A. The primary road alignment(s) and number of through lanes
- B. On and off ramps and their connections
- C. Edge of pavement limits
- D. Typical section(s) for primary road alignment, ramps and all reconstructed roads
- E. Proposed right-of-way limits
- F. The location of critical features near or impacted by the alternative. These may include major utilities or important environmental resources.

B18.3 Travel Demand Model. For each of the alternatives selected for detailed development, and the no build alternative, the Contractor shall complete Travel Demand modelling analysis and results in conformance with Article B12 Travel Demand Model. All work for the Travel Demand Model shall be paid under Article 12 Travel Demand Model.

B18.4 Environmental Impacts. For each of the alternatives selected for detailed development, the Contracting Agency desires a high level review of the possible environmental impacts. To accomplish this, the Contractor shall complete an Alaska Department of Transportation and Public Facilities Categorical Exclusion Documentation Form for Federal Highway Administration Projects.

The Contracting Agency may direct the Contractor to complete additional work to further define the impacts for those environmental impact categories identified with possible significant impacts.

The Contractor shall identify possible mitigation measures to compensate for the environmental affects of the alternative. The possible mitigation measures identified should be related and proportional to the specific environmental impact(s) it is attempting to mitigate.

B18.5 Detailed Cost Estimate. The Contractor shall provide a more detailed estimate than was provided for the preliminary alternative development. An accuracy of not less than plus or minus 20% is required.

B18.6 Alternative Description. The Contractor shall provide a narrative describing the alternative including its expected positive and negative attributes, level of transportation performance, feasibility of phasing the alternative into economically constructible segments with logical termini and public support or opposition.

B18.7 Detailed Alternative Development Memorandum. The Contractor shall provide a Detailed Alternatives Development Memorandum containing the information required in paragraphs B18.1 through B18.6 for all of the alternatives to be considered for the preferred alternative selection.

B18.8 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B18.9 Deliverable Items:

<u>Type of Document</u>	<u>Para</u>	<u>Copies</u>	<u>Originals</u>	<u>PDF</u>
Detailed Alternative Development Memorandum – Internal Review	B18.7	1	1	1
Detailed Alternative Development Memorandum – Public Review	B18.7	1	1	1

ARTICLE B19
PREFERRED ALTERNATIVE SELECTION

B19.1 General. The Contractor shall assist the Contracting Agency in the selection of the preferred alternative.

B19.2 Preferred Alternative Selection. Environmental regulations will require the selection of the alternative with the least environmental harm when there are alternatives that have significant environmental impacts as long as the selected alternative meets the purpose and need. In general, the preferred alternative will be selected as follows:

- A. If there are alternatives with no significant environmental impacts and no significant 4(f) impacts, then the alternative best meeting the purpose and need and previously established Alternative Selection Criteria will be the Preferred Alternative.

- B. If all alternatives have significant environmental impacts but there are one or more alternatives without significant 4(f) impacts; then the Least Environmentally Damaging Practicable Alternative (LEDPA) will be the Preferred Alternative (40 CFR Part 230.10).
- C. If all of the alternatives have 4(f) impacts, then the alternative with the Least Overall Harm Alternative (LOHA) will be the Preferred Alternative (23 CFR 774.3).

The Contractor shall assist the Contracting Agency in the preferred alternative selection process. This may include providing information, documentation and scoring assistance.

B19.3 Preferred Alternative Selection Memorandum. The Contractor shall provide a Preferred Alternative Selection Memorandum explaining the selection process, summarizing the detailed alternatives developed and justifying the selection or non-selection for each of the detailed alternatives developed.

B19.4 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B19.5 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Preferred Alternative Selection Memorandum – Internal Review	B19.3	1	1	1
Preferred Alternative Selection Memorandum – Public Review	B19.3	1	1	1

ARTICLE B20

PREFERRED ALTERNATIVE CONSTRUCTION PHASING AND FINANCIAL PLAN

B20.1 General. It is highly unlikely the entire preferred alternative can be constructed at one time given the huge cost of construction; therefore, a plan to construct the project in economically achievable parts is needed. Currently, road construction within the MOA is funded primarily from Municipal bonds or from the Federal Highway Trust Fund money flowing through DOT&PF. For comparison purposes, the MOA Anchorage Road & Drainage Bonds for 2018 and 2020 were \$34 Million and \$43 Million (proposed), respectively. Central Region DOT&PF, which includes the central area of Alaska including the MOA, receives roughly \$200 Million annually (including \$30 Million for AMATS) for the design, right-of-way acquisition, construction and utility relocation of new and rehabilitation projects for the whole region.

The Contractor shall develop a phasing plan and explore options for financing the preferred alternative.

B20.2 Preferred Alternative Construction Phasing Plan. The Contractor shall develop a construction phasing plan that will deliver the improvements shown in the preferred alternative. The construction phasing plan shall be developed with the following constraints:

- A. Each construction phase shall have logical termini and independent utility,
- B. Construction and utility relocation costs for each construction phase shall not exceed \$200 Million. *(This amount represents the maximum possible amount of funding that Central Region DOT&PF could provide to a single project in a year. While possible, it is unlikely DOT&PF would actually obligate this level of funding to a single construction phase.)*

- C. The construction phasing plan shall include a recommended sequence for constructing the phases.

For each construction phase, the Contractor shall provide an estimated cost of construction and utility relocation, description of how the construction phase meets the independent utility requirement and what sequence of construction the phase is recommended for construction.

B20.3 Preferred Alternative Construction Phasing Plan Memorandum. The Contractor shall provide a Preferred Alternative Construction Phasing Plan Memorandum summarizing the proposed construction phasing, construction and utility relocation costs per construction phase, description of how the construction phase meets the independent utility requirement and the sequence of constructing the construction phases.

B20.4 Financial Analysis. The Contractor shall use the final Preferred Alternative Construction Phasing Plan Memorandum to develop a Financial Analysis Memorandum. A reliable financial feasibility and analysis must acknowledge the dynamics of today's funding reality, together with innovative, realistic funding mechanisms. The objectives of this work scope are two-fold:

1. Assess all credible sources, together with the likelihood of qualifying for such funding as well as determining the level of funding possible.
2. Conduct a financial analysis building a cash flow model that integrates potential funds by source and year, including the capital cost and the Operations & Maintenance costs throughout the project's life cycle.

The objective is to conduct an assessment that identifies the credible and relevant financing options by collecting primary information about the funding options available for the proposed improvements and then outlining possible scenarios on how these funds could be used in combination to finance the project. The assessment will provide a prioritization of these options starting with the cheaper options in terms of grants and federal funding to more expensive alternatives in terms of bonding and loan options.

B20.4.1 Overview of Key Project Features and the Project Eligibility. The Contractor shall identify all the key features of the project improvements and will assess the eligibility of these key features against the requirements of various federal and state grants. More specifically, the Contractor shall match each of the key features of the project such as safety, environmental, and economic development benefits to the grants tailored to promote and fund these elements with these benefits.

The Contractor shall also assess alternative funding criteria and assess the ability of the project to qualify for likely funding sources. These criteria may include:

- Legal Authority
- Scale of funding available
- Ease of access to funding
- Cost of money
- Cost of meeting additional regulatory requirements, if any
- Other criteria established based on stakeholder input and Contracting Agency direction

B20.4.2 Identification of Relevant Alternative Financing Options. Acknowledging that Alaska relies on Statewide Transportation Improvement Program (STIP) funds more than any other state, STIP funds may not be robust enough to fund all phases of the project. It is therefore critical to investigate and identify other venues and funding alternatives that are specific to this project.

The Contractor shall conduct a series of interviews with the local and state programming and budgeting staff (up to 10 interviews) to discuss the feasibility of using various funding sources based on existing policies/legal conditions, political landscapes, and the local and state support.

The following categories of funding may be considered:

- Federal/State Match Funding (traditional funding)
- State funding (General Obligation funding)
- Municipal Contribution (City General Obligation funding)
- Developer Impact Fees (Revenue funding)
- Property Tax, incremental or otherwise (Municipal funding)
- Toll Revenue
- Other federal Funding (i.e., Park Funds, Transportation Infrastructure Finance and Innovation Act)
- Others as identified under this task, with Contracting Agency concurrence

Based on the interviews, the Contractor shall assess each funding option to identify the likelihood for using each of the sources as well as estimating possible funding levels.

B20.4.3 Financing Scenario. The Contractor shall conduct a preliminary financial analysis that builds a cash flow model that integrates potential funds by source and year, with the capital cost and the Operations & Maintenance costs throughout the project's life cycle. The single most viable funding scenario shall be presented based on planning-level cost estimates and built around the leading funding sources identified.

B20.5 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B20.6 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
Preferred Alternative Construction Phasing Plan – Internal Review	B20.1 thru B20.3	1	1	1
Financial Analysis Memorandum – Internal Review	B20.1, B20.4	1	1	1

ARTICLE B21
PEL DOCUMENT

B21.1 General. The Contractor shall prepare a PEL Document consisting of a summary document with a separate appendix for technical and backup information.

B21.2 PEL Document Format. The Contractor shall prepare and submit a PEL Document Memorandum to the Contracting Agency for approval describing the organization and contents of the summary document and separate appendix. A proposed outline for a summary document is provided below:

- Executive Summary
- Overview of the Study Process
- Corridor history
- Public involvement and outreach
- Decision chronology
- A Basic Description of the Environmental Setting

Traffic Forecast
 Purpose and Need
 Evaluation Criteria and Methodology
 Design Criteria
 Preliminary Alternatives
 Initial Alternative Screening
 Detailed Alternatives
 Selection of the Preferred Alternative
 Preferred Alternative Construction Phasing and Financial Analysis

The Contracting Agency will review the PEL Document Memorandum and either accept the organization and contents recommended by the Contractor or provide any changes needed in writing to the Contractor prior to the Contractor beginning assembly of the PEL Document.

B21.3 PEL Document Content. Most of information required in the PEL Document will be contained within the various memorandums prepared by the Contractor in this study. The Contractor shall synthesize the already created information into a coherent document that explains the PEL study process, results and decisions.

B21.3 Submittals and Reviews. The requirement for an internal or public review is included in the Type of Document description. Internal and public reviews include a Comments Memorandum, an Adjudication Memorandum and an accepted revised deliverable.

B21.4 Deliverable Items:

Type of Document	Para	Copies	Originals	PDF
PEL Document Memorandum – Internal Review	B21.2	1	1	1
PEL Document – Internal Review	B21.1 thru B21.3	1	1	1
PEL Document – Public Review	B21.1 thru B21.3	1	1	1

ARTICLE B22 **COMPLETION DOCUMENTATION**

B22.1 General. The originals of all documents prepared by the Contractor during project development shall be submitted to the Contracting Agency with the final revision of the Final PEL Document. These documents include all notes, sketches, maps, photographs, survey data, computations (cost computations shall be under a separate cover), cross sections, and other geotechnical created to develop, record, or justify services provided for the project. These documents shall identify all assumptions made.

B22.2 Documents. Documents shall be submitted in loose-leaf three ring binders. The binders shall be labeled on the spine with the project name, "Completion Documents", and the binder number. The front of the binders shall also be labeled with this information as well as the state and federal project numbers and a brief description of what documents are contained in the binder. The binders shall have dividers that sort the contents by logical categories. The binders shall be numbered and the first binder shall include a table of contents.

B22.3 Electronic Documents. Electronic drawings, mapping, cross sections and templates shall be submitted on CD-ROM.

B22.4 Deliverable Items.

Type of Document	Para	Copies	Originals	PDF
All Completion Documents	B22.1,B22.2,B22.3	1	1	1

PORT OF ALASKA

GOVERNMENT HILL

DOWNTOWN

MOUNTAIN VIEW

GLENN HIGHWAY

FAIRVIEW

AIRPORT HEIGHTS

MERRIL FIELD

SOUTH ADDITION

APPROXIMATE STUDY
AREA BOUNDARY

ALASKA REGIONAL
HOSPITAL

SEWARD HIGHWAY

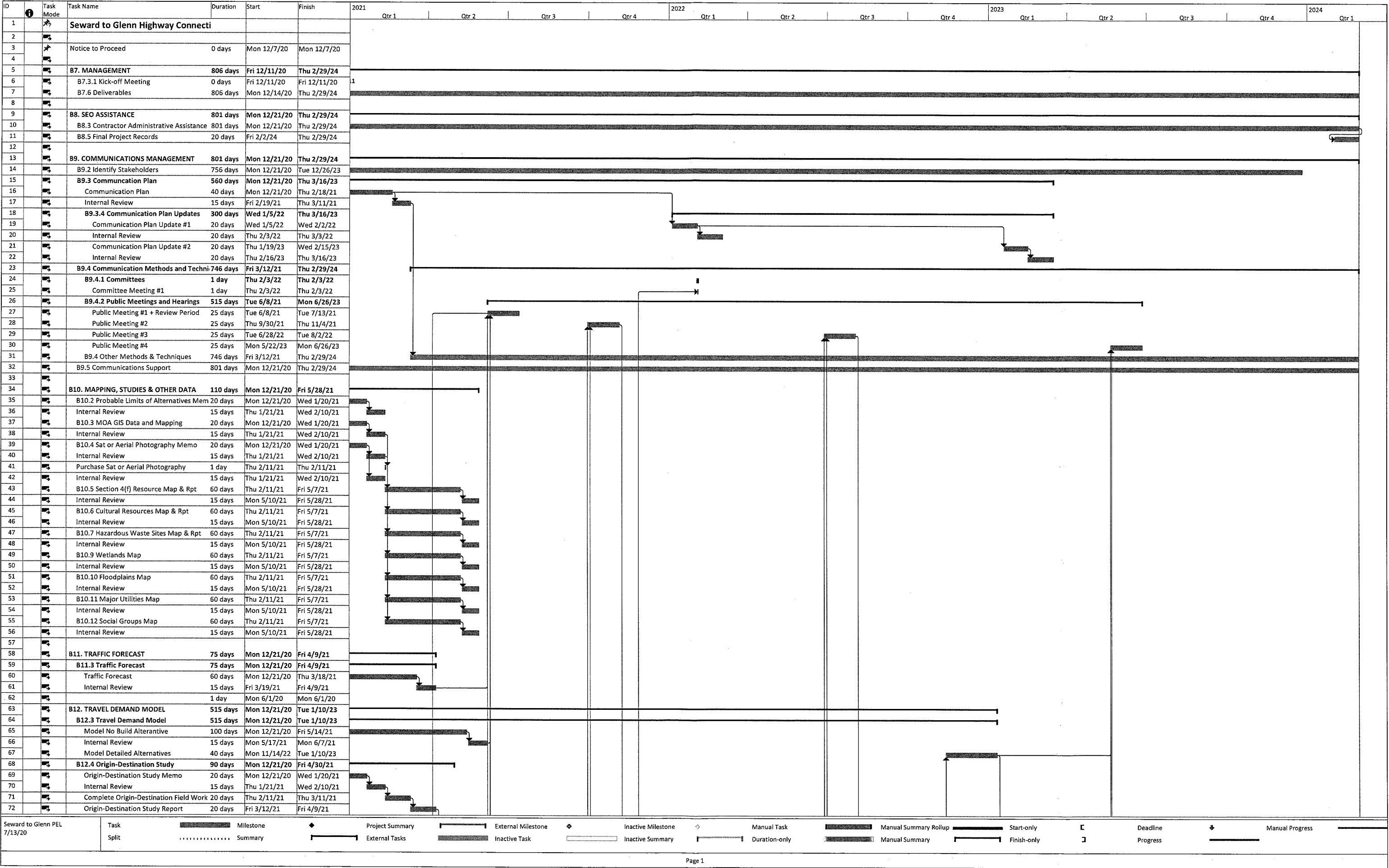
NORTH STAR

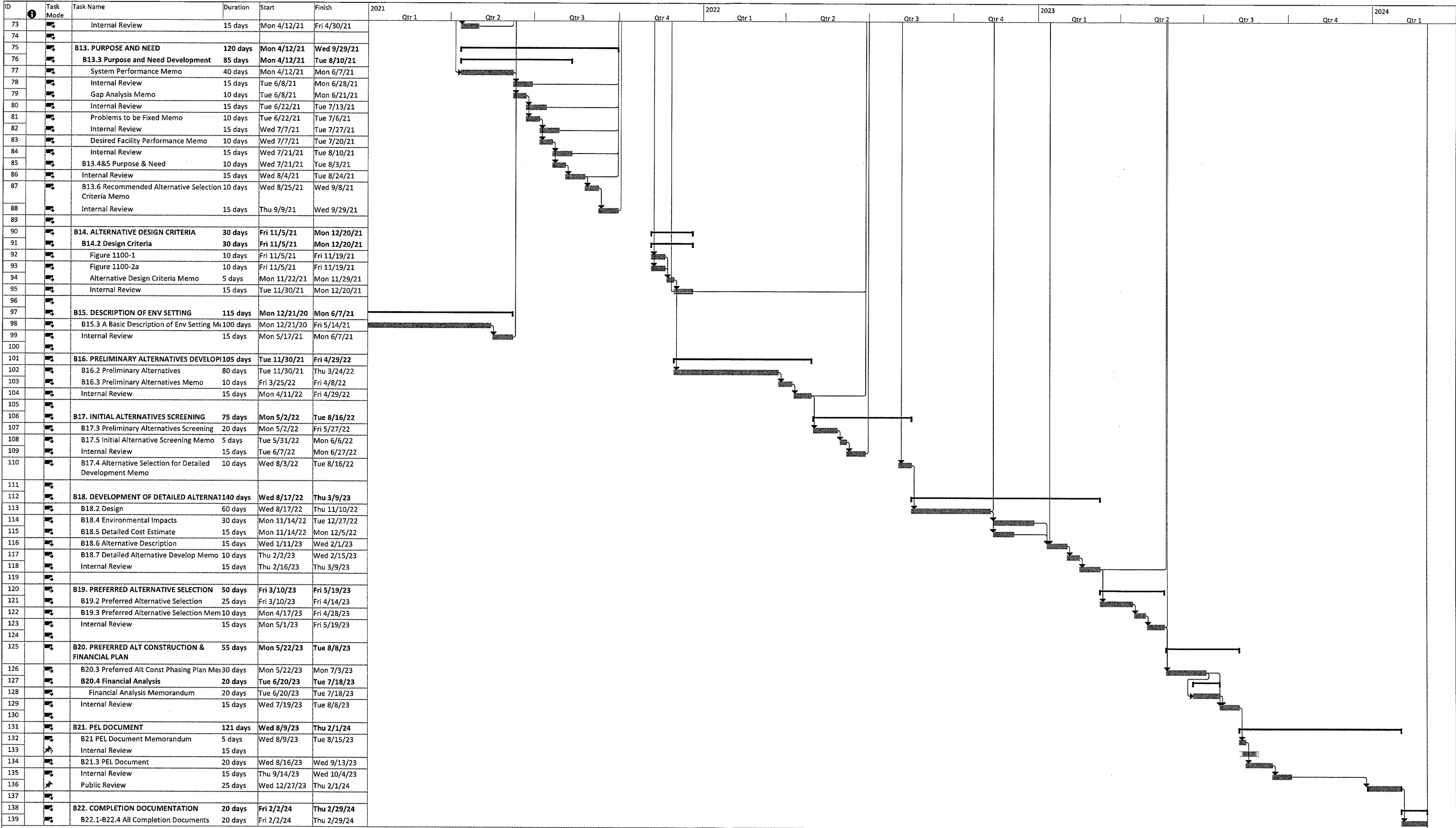


1"=500'

EXHIBIT B-1:
PROJECT LOCATION MAP

EXHIBIT B-2
PROJECT SCHEDULE





Seward to Glenn PEL 7/13/20

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

Manual Progress

ENVIRONMENTAL DOCUMENT REGULATIONS AND GUIDELINES

Note: The list contained in this exhibit is not all-encompassing and does not negate any non-listed requirements contained in the United States Code of Federal Regulations, United States Code, FHWA Orders, State of Alaska Statutes, State of Alaska Administrative Code or any other regulatory document. This exhibit is a list of the primary documents used to develop the scope of services.

UNITED STATES CODE

16 USC 703-712; Ch. 128; 40 Stat. 755 Migratory Bird Treaty Act
16 USC 1271 et seq. Wild and Scenic Rivers Act
16 USC 1451 et seq Coastal Zone Management Act
16 USC 1531 et seq Endangered Species Act
16 USC 3501 et seq.)Coastal Barriers Resources Act
16 USC 469-469c Archaeological and Historic Preservation Act
16 USC 470aa-470mm Archaeological Resources Protection Act
16 USC 470f National Historic Preservation Act
16 USC 661 et seq.)Fish and Wildlife Coordination Act
16 USC ch 31 Marine Mammal Protection Act
16 USC ch 38, 1801 Magnuson-Stevens Fishery Conservation and Management Act (Essential Fish Habitat)
23 USC 138; 49 USC 303; 23 CFR 774 Section 4(f)
23 USC 139 Efficient Environmental Review for Project Decisionmaking
23 USC 168 Integration of Planning and Environmental Review
42 USC 2000d et seq. Civil Rights Act of 1964, Title VI
42 USC 4321 et seq. National Environmental Policy Act
42 USC 4601 et seq. Uniform Relocation Assistance Act
42 USC 7609 Clean Air Act
42 USC 9601 Comprehensive Environmental Response, Compensation, and Liability Act
42 USC ch 82, 6901 Resource Conservation and Recovery Act

CODE OF FEDERAL REGULATIONS

7 CFR 658 Farmland Protection Policy Act
23 CFR 450 Planning Assistance and Standards
23 CFR 771 Environmental Impact and Related Procedures
23 CFR 772 Noise
23 CFR 777 Wetlands
36 CFR 59 Land and Water Conservation Fund Act (Section 6f)
40 CFR 404 Federal Water Pollution Control Act (Clean Water Act)
40 CFR 1500-1518 Council on Environmental Quality

EXECUTIVE ORDERS

EO 11988 Floodplain Management
EO 11990 Protection of Wetlands
EO 12898 Environmental Justice
EO 13112 & 13751 Invasive Species
EO 13807 Establishing Discipline and Accountability in the Environmental Review and Permitting Process

FHWA TECHNICAL ADVISORIES

FHWA Technical Advisory T6640.8A Guidance for Preparing and Processing Environmental and Section 4(f) Documents

STATE OF ALASKA

Alaska Environmental Procedures Manual
Alaska Noise Policy (2018)

INFORMATIONAL WEBSITES

Alaska Department of Environmental Conservation; Contaminated Sites: <https://dec.alaska.gov/spar/csp/>

Alaska Department of Labor and Workforce Development; Research and Analysis:
<http://live.laborstats.alaska.gov/pop/index.cfm>

Alaska Department of Transportation & Public Facilities, Statewide Design & Engineering Svcs.
Publications: <http://www.dot.state.ak.us/stwddes/dcspubs/index.shtml>

FHWA; NEPA and Project Development; One Federal Decision:
https://www.environment.fhwa.dot.gov/nepa/oneFederal_decision.aspx

Municipality of Anchorage, GIS and Mapping Services:
<https://www.muni.org/Departments/OCPD/GIS2/Pages/default.aspx>

Transportation Planning/AMATS:
<http://www.muni.org/Departments/OCPD/Planning/AMATS/Pages/default.aspx>

TRANSPORTATION & PLANNING DOCUMENTS

AMATS Anchorage Bicycle Plan (March 2010)

<http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/AdoptedBicyclePlan.pdf>

AMATS Anchorage Freight Mobility Study (June 2014)

http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/OSHP/2014/OSHP_Complete_Document_012615.pdf

AMATS Metropolitan Transportation Plan 2040 (December 2019 draft)

http://www.muni.org/Departments/OCPD/Planning/AMATS/Pages/1_MTP.aspx

AMATS Anchorage Pedestrian Plan (October 2007)

http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/PedestrianPlan_Web.pdf

DOT&PF Alaska 2036 Long Range Transportation Policy Plan Update (Let's Keep Moving 2036) (December 2016) <http://dot.alaska.gov/stwdplng/areaplans/lrtpp2016/index.shtml>

DOT&PF Alaska Bicycle-Pedestrian Long Range Plan (two component documents)

http://dot.alaska.gov/stwdplng/areaplans/modal_system/bikeped.shtml

1. The Alaska Statewide Active Transportation Plan (July 2019)
2. Alaska Bicycle and Pedestrian Plan (March 1995)

DOT&PF Alaska State Freight Plan (two component documents)

http://dot.alaska.gov/stwdplng/areaplans/modal_system/freightplan.shtml

1. Let's Keep Moving 2036: Freight Element (December 2016)
2. Let's Keep Moving 2036: Freight Element Implementation Guidance (December 2017)

DOT&PF draft Seward Highway to Glenn Highway Environmental Impact Statement (July 2011)

Fairview Neighborhood Plan (September 2014)

<https://www.muni.org/Departments/OCPD/Planning/Projects/Documents/Fairview%20Neighborhood%20Plan/FVNP-complete%20document.pdf>

Municipality of Anchorage – Anchorage Official Streets and Highways Plan (June 2014)

http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/OSHP/2014/OSHP_Complete_Document_012615.pdf

Municipality of Anchorage Congestion Management Process Report, February, 2016

http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/CMP/2016/CMPFINAL_3316.pdf

Municipality of Anchorage Congestion Management Process Update & Status of the System Report, February, 2016

http://www.muni.org/Departments/OCPD/Planning/AMATS/Documents/CMP/2016/Status_of_System_22216.pdf

EXHIBIT B-6 FORMS

INCLUDES FORMS:

- 1. Figure 1100-1 Design Designation Form**
- 2. Figure 1100-2(a) Project Design Criteria For New Construction and Reconstruction Projects**
- 3. Categorical Exclusion Documentation Form For Federal Highway Administration Projects**
- 4. Communications Management – Schedule of Values**

DESIGN DESIGNATION

State Route Number: _____ Route Name: _____

Project Limits: _____

State Project Number: _____ Federal Aid Number: _____

Project Description: _____

Design Functional Classification: ☐ Freeway ☐ Collector, type _____ ☐ Rural Local Rd.
☐ Rural Arterial ☐ Local Recreational Rd. ☐ Urban Local St.
☐ Urban Arterial ☐ Local Resource Recovery Rd. ☐ Local Service Rd.
☐ Other _____

Project Type: ☐ New Construction - Reconstruction ☐ 3R
☐ Preventive Maintenance (PM) ☐ HSIP

Project Design Life (years): 5 ☐ 10 ☐ 20 ☐ 25 ☐ 30 ☐ Other _____

Traffic Projections:

	Current Year	Construction Year	Mid - Life Year	Design Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2-Way AADT*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2-Way DHV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Peak Hour Factor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Directional Distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Recreational Vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Commercial Trucks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Compound Growth Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ESALs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pedestrians (Number/Day)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bicyclists (Number/Day)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Use AFPDM Traffic Data Request Form, Figure 6.1 for pavement design. Form 6.1 is available on-line at:
http://www.dot.state.ak.us/stwddes/dcsprecon/assets/pdf/other/traffic_data_req_form.pdf

Design Vehicle: _____

Level of Service (Urban Only): _____

Design Speed : _____

Terrain : ☐ Level ☐ Rolling ☐ Mountainous

Attach intersection diagrams to this document, when appropriate

APPROVED _____ DATE _____
Preconstruction Engineer

**Figure 1100-1
Design Designation Form**

DESIGN CRITERIA CHECKLIST

Project Name _____ Page _____ of _____
 State Project No. _____ Fed. Project No. _____
 Functional Classification: _____ Terrain: _____
 Present Year (&ADT): _____ Design Year (&ADT): _____
 DHV (%): _____ Directional Split (%): _____ Percent Trucks: _____
 Pavement Design Year: _____ Pavement Design ESAL: _____
 Design Turning Vehicle: _____ Design Accommodated Vehicle: _____
 Project Type: Choose an item.

FEDERAL 10 CONTROLLING DESIGN CRITERIA		SOURCE	STANDARD	AS DESIGNED	EXCEPTION ¹
1. Design Speed ¹			_____ mph	_____ mph	Choose an item.
2a. Travel Lane Width			_____ ft	_____ ft	Choose an item.
2b. Auxiliary Lane Width			_____ ft	_____ ft	Choose an item.
3a. Outside Shoulder Width			_____ ft	_____ ft	Choose an item.
3b. Inside Shoulder Width			_____ ft	_____ ft	Choose an item.
3c. Auxiliary Lane Shoulder Width			_____ ft	_____ ft	Choose an item.
4. Horizontal Curvature Radius			_____ ft	_____ ft	Choose an item.
5. Superelevation Rate*, e(max)			_____ %	_____ %	Choose an item.
6. Stopping Sight Distance (SSD)*			_____ ft	_____ ft	Choose an item.
7. Grade	Min.		_____ %	_____ %	Choose an item.
	Max.		_____ %	_____ %	Choose an item.
8. Cross Slope			_____ %	_____ %	Choose an item.
9. Vertical Clearance*			_____ ft	_____ ft	Choose an item.
10. Design Loading Structural Capacity ¹			_____	_____	Choose an item.

* Attach calculations.

1. On low speed roadways (<50 mph) on the NHS only Design Speed and Design Loading Structural Capacity require a Design Exception; all other criteria become a Design Waiver. For projects off the NHS, all criteria become a Design Waiver.

Figure 1100-2(a)
Project Design Criteria
For New Construction and Reconstruction Projects

OTHER DESIGN CRITERIA		SOURCE	STANDARD	AS DESIGNED	WAVYER
Superelevation Transition*, Δ			<input type="text"/> %	<input type="text"/> %	Choose an item.
Bridge Clear-Roadway Width			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Vertical Curvature, Min.	K(crest)		<input type="text"/>	<input type="text"/>	Choose an item.
	K(sag)		<input type="text"/>	<input type="text"/>	Choose an item.
Lateral Offset to Obstruction			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Surfacing Material			<input type="text"/>	<input type="text"/>	Choose an item.
Clear Zone Slope			<input type="text"/>	<input type="text"/>	Choose an item.
Clear Zone Width			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Bicycle Lane Width			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Sidewalk Width			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Intersection Sight Distance, Left Turn*			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Right Turn*			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Crossing*			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Passing Sight Distance			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Degree of Access Control			<input type="text"/>	<input type="text"/>	Choose an item.
Median Treatment			<input type="text"/>	<input type="text"/>	Choose an item.
Median Width			<input type="text"/> ft	<input type="text"/> ft	Choose an item.
Illumination			<input type="text"/>	<input type="text"/>	Choose an item.
Curb Type			<input type="text"/>	<input type="text"/>	Choose an item.

* Attach calculations.

Notes:

Proposed by: _____ Date: _____
Designer Signature (Consultant or Staff)

Recommended by: _____ Date: _____
Engineering Manager Signature

Accepted by: _____ Date: _____
Regional Preconstruction Engineer Signature

Figure 1100-2(a)
Project Design Criteria
For New Construction and Reconstruction Projects

State of Alaska
Department of Transportation & Public Facilities

**CATEGORICAL EXCLUSION DOCUMENTATION FORM
FOR FEDERAL HIGHWAY ADMINISTRATION PROJECTS**



Project Name: Name

Project Number (state/federal): Project Number

Date:

CE Designation: 23 CFR 771.117() ()

23 CFR 771.117() ()

List of Attachments:

I. Project Purpose and Need

II. Project Description

III. Environmental Consequences

- For each yes, summarize the activity evaluated and the magnitude of the impact.
- For any consequence category with an asterisk (*), additional information must be attached such as an alternatives analysis, agency coordination or consultation, avoidance measures, public notices, or mitigation statement.
- Include direct and indirect impacts in each analysis.

A. Right-of-Way Impacts

N/A YES NO

1. Additional right-of-way required.

- | | | | |
|---|--------------------------|----------------------------|--------------------------|
| • Permanent easements required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Estimated number of parcels: _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Full or partial property acquisition required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Estimated number of full parcels: _____ | | | |
| • Estimated number of partial parcels: _____ | | | |
| • Property transfer from state or federal agency required. <i>If yes, list agency in No. 4 below.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Business or residential relocations required. <i>If yes, summarize the findings of the conceptual stage relocation study in No. 4 below and attach the conceptual stage relocation study.</i> | <input type="checkbox"/> | <input type="checkbox"/> * | <input type="checkbox"/> |
| • Number of relocations: _____ | | | |
| • Type of relocation: Residential: <input type="checkbox"/> Business: <input type="checkbox"/>
Residential (Indicate number: _____)
Business (Indicate number: _____) | | | |
| • Last-resort housing required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Will the project or activity have disproportionately high and adverse human health or environmental effects on minority populations and low-income populations as defined in E.O. 12898 (FHWA Order 6640.23A, June 2012)?

☐ ☐ ☐

A. <u>Right-of-Way Impacts</u>		<u>N/A</u>	<u>YES</u>	<u>NO</u>
3.	The project will involve use of ANILCA land that requires an <u>ANILCA Title XI</u> approval. <i>If yes, the project is not assigned to the State per the 6004 MOU and the CE must be processed by FHWA.</i>		<input type="checkbox"/>	<input type="checkbox"/>
4.	Summarize the right-of-way impacts, if any:			
 B. <u>Social and Cultural Impacts</u>		<u>N/A</u>	<u>YES</u>	<u>NO</u>
1.	The project will affect neighborhoods or community cohesion.		<input type="checkbox"/>	<input type="checkbox"/>
2.	The project will affect travel patterns and accessibility (e.g. vehicular, commuter, bicycle, or pedestrian).		<input type="checkbox"/>	<input type="checkbox"/>
3.	The project will affect school boundaries, recreation areas, churches, businesses, police and fire protection, etc.		<input type="checkbox"/>	<input type="checkbox"/>
4.	The project will affect the elderly, handicapped, nondrivers, transit-dependent, minority and ethnic groups, or the economically disadvantaged.		<input type="checkbox"/>	<input type="checkbox"/>
5.	There are unresolved project issues or concerns of a federally-recognized Indian Tribe [as defined in <u>36 CFR 800.16(m)</u>]. <i>If yes, the project is not assigned to the State per the 6004 MOU and the CE must be processed by FHWA.</i>		<input type="checkbox"/>	<input type="checkbox"/>
6.	Summarize the social and cultural impacts, if any:			
 C. <u>Economic Impacts</u>		<u>N/A</u>	<u>YES</u>	<u>NO</u>
1.	The project will have adverse economic impacts on the regional and/or local economy, such as effects on development, tax revenues and public expenditures, employment opportunities, accessibility, and retail sales.		<input type="checkbox"/>	<input type="checkbox"/>
2.	The project will adversely affect established businesses or business districts.		<input type="checkbox"/>	<input type="checkbox"/>
3.	Summarize the economic impacts, if any:			
 D. <u>Land Use and Transportation Plans</u>		<u>N/A</u>	<u>YES</u>	<u>NO</u>
1.	Project is consistent with land use plan(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Identify the land use plan(s) and date _____			
2.	Project is consistent with transportation plan(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Identify the transportation plan(s) and date. _____			
3.	Project would induce adverse indirect and cumulative effects on land use or transportation. <i>If yes, attach analysis.</i>		<input type="checkbox"/>	<input type="checkbox"/>
4.	Summarize how the project is consistent or inconsistent with the land use plan(s) and transportation plan(s):			

E. <u>Impacts to Historic Properties</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Does the project involve a road that is included on the “ <u>List of Roads Treated as Eligible</u> ” in the Alaska Historic Roads PA? <i>If yes, follow the <u>Interim Guidance for Addressing Alaska Historic Roads</u>.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project qualify as a listed activity that has no potential to cause effects to historic properties? <i>If yes, attach concurrence from the FHWA Area Engineer (non-assigned projects) or Statewide NEPA Manager for 6004-assigned projects.</i>		<input type="checkbox"/> *	<input type="checkbox"/>
a. Indicate the appropriate policy directive or memo that identifies the project as an action with no potential to cause effects to historic properties:			
3. Is a National Register of Historic Places listed or eligible property in the Area of Potential Effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Date Consultation/Initiation Letters sent _____ <i>Attach copies to this form.</i>			
a. List consulting parties _____			
b. If no letters were sent, explain why not. <i>Attach “Section 106 Proceed Directly to Findings Worksheet”, if applicable</i> _____			
5. Date “Finding of Effect” Letters sent _____ <i>Attach copies to this form</i>			
a. State any changes to consulting parties _____			
6. List responding consulting parties, comment date, and summarize:			
7. Are there any unresolved issues with consulting parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. If yes, list _____			
8. Date SHPO concurred with “Finding of Effect” _____ <i>Attach copy to this form.</i>			
9. Will there be an adverse effect on a historic property? <i>If yes, attach correspondence (including response from ACHP) and signed MOA. If yes, Programmatic Agreements (PCEs) do not apply.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Summarize any effects to historic properties. <i>List affected sites (by AHRS number only) and any commitments or mitigative measures. Include any commitments or mitigative measures in <u>Section VI</u>.</i>			
F. <u>Wetland Impacts</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Project affects wetlands as defined by the U.S. Army Corps of Engineers (USACE). <i>If yes, document public and agency coordination required per <u>E.O. 11990, Protection of Wetlands</u>.</i>		<input type="checkbox"/> *	<input type="checkbox"/>
2. Are the wetlands delineated in accordance with the “ <u>Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Alaska Region (Version 2.0) Sept. 2007</u> ”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Estimated area of wetland involvement (acres): _____			
4. Estimated fill quantities (cubic yards): _____			
5. Estimated dredge quantities (cubic yards): _____			
6. Is a USACE authorization anticipated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, identify type:</i> NWP <input type="checkbox"/> Individual <input type="checkbox"/> General Permit <input type="checkbox"/> Other <input type="checkbox"/>			

- F. Wetland Impacts** N/A YES NO
7. Wetlands Finding *Attach the following supporting documentation as appropriate:*
- *Avoidance and Minimization Checklist, and Mitigation Statement*
 - *Wetlands Delineation.*
 - *Jurisdictional Determination.*
 - *Copies of public and resource agency letters received in response to the request for comments.*
- a. Are there practicable alternatives to the proposed construction in wetlands? *If yes, the project cannot be approved as proposed.* ☐ ☐ ☐
- b. Does the project include all practicable measures to minimize harm to wetlands? *If no, the project cannot be approved as proposed.* ☐ ☐ ☐
- c. Only practicable alternative: Based on the evaluation of avoidance and minimization alternatives, there are no practicable alternatives that would avoid the project's impacts on wetlands. The project includes all practicable measures to minimize harm to the affected wetlands as a result of construction. *If no, the project cannot be approved as proposed.* ☐ ☐ ☐
8. Summarize the wetlands impacts and mitigation, if any. *Include any commitments or mitigative measures in Section VI.*

- G. Water Body Involvement** N/A YES NO
1. Project affects a water body. ☐ ☐
2. Project affects a navigable water body as defined by USCG, (i.e. Section 9). ☐ ☐* ☐
3. Project affects Waters of the U.S. as defined by the USACE, Section 404. ☐ ☐* ☐
4. Project affects Navigable Waters of the U.S. as defined by the USACE (Section 10) ☐ ☐* ☐
5. Project affects fish passage across a stream frequented by salmon or other fish (i.e. Title 16.05.841) ☐ ☐ ☐
6. Project affects a cataloged anadromous fish stream, river or lake (i.e. Title 16.05.871). ☐ ☐* ☐
7. Project affects a designated Wild and Scenic River or land adjacent to a Wild and Scenic River. *If yes, the Regional Environmental Manager should consult with the Statewide NEPA Manager (assigned CEs) or FHWA Area Engineer and FHWA Environmental Program Manager (non-assigned CEs) to determine applicability of Section 4(f).* ☐ ☐ ☐
8. Proposed water body involvement: Bridge ☐ Culvert ☐ Embankment Fill ☐ Relocation ☐ Diversion ☐ Temporary ☐ Permanent ☐ Other ☐ ☐
9. Type of stream or river habitat impacted: Spawning ☐ Rearing ☐ Pool ☐ Riffle ☐ Undercut bank ☐ Other ☐ ☐
10. Amount of fill below (cubic yards): OHW _____ MHW _____ HTL _____
11. Summarize the water body impacts and mitigation, if any. *Include any commitments or mitigative measures in Section VI.*

H. <u>Fish and Wildlife</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Anadromous and resident fish habitat. <i>Any activity or project that is conducted below the ordinary high water mark of an anadromous stream, river, or lake requires a Fish Habitat Permit.</i>			
a. Database name(s) and date(s) queried:			
b. Anadromous fish habitat present in project area.		<input type="checkbox"/> *	<input type="checkbox"/>
c. Resident fish habitat present in project area		<input type="checkbox"/> *	<input type="checkbox"/>
d. Adverse effect on spawning habitat.	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
e. Adverse effect on rearing habitat.	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
f. Adverse effect on migration corridors.	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
g. Adverse effect on subsistence species.	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
2. Essential Fish Habitat (EFH). <i>EFH includes any anadromous stream used by any of the five species of Pacific salmon for migration, spawning or rearing, as well as other coastal, nearshore and offshore areas as designated by NMFS.</i>			
a. Database name(s) and date(s) queried:			
b. EFH present in project area		<input type="checkbox"/>	<input type="checkbox"/>
c. Project proposes construction in EFH. <i>If yes, describe EFH impacts in H.6.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Project may adversely affect EFH. <i>If yes, attach EFH Assessment.</i>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>
e. Project includes conservation recommendations proposed by NMFS. <i>If NMFS conservation recommendations are not adopted, formal notification must be made to NMFS. Summarize the final conservation measures in H.6 and list in Section VI.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wildlife Resources:			
a. Project is in area of high wildlife/vehicle accidents.		<input type="checkbox"/>	<input type="checkbox"/>
b. Project would bisect migration corridors.		<input type="checkbox"/>	<input type="checkbox"/>
c. Project would segment habitat.		<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Bald and Golden Eagle Protection Act</u> . <i>If yes to any below, consult with USFWS and attach documentation of consultation.</i>			
a. Eagle data source(s) and date(s) :			
b. Project visible from an eagle nesting tree?		<input type="checkbox"/> *	<input type="checkbox"/>
c. Project within 330 feet of an eagle nesting tree?		<input type="checkbox"/> *	<input type="checkbox"/>
d. Project within 660 feet of an eagle nesting tree?		<input type="checkbox"/> *	<input type="checkbox"/>
e. Will the project require blasting or other activities that produce extreme loud noises within 1/2 a mile from an active nest?		<input type="checkbox"/> *	<input type="checkbox"/>
f. Is an <u>eagle permit</u> required?		<input type="checkbox"/> *	<input type="checkbox"/>
5. Is the project consistent with the <u>Migratory Bird Treaty Act</u> ?		<input type="checkbox"/>	<input type="checkbox"/>
6. Summarize fish and wildlife impacts and mitigation, including timing windows, if any. <i>Include any commitments or mitigative measures in Section VI.</i>			
 I. <u>Threatened and Endangered Species (T&E)</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Database name(s) and date(s) queried:			
2. Listed threatened or endangered species present in the project area.		<input type="checkbox"/> *	<input type="checkbox"/>

I. <u>Threatened and Endangered Species (T&E)</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
3. Threatened or endangered species migrate through the project area.		<input type="checkbox"/> *	<input type="checkbox"/>
4. Designated critical habitat in the project area.		<input type="checkbox"/> *	<input type="checkbox"/>
5. Proposed species present in project area.		<input type="checkbox"/> *	<input type="checkbox"/>
6. Candidate species present in project area.		<input type="checkbox"/> *	<input type="checkbox"/>
7. What is the effect determination for the project? <i>Select one.</i>			
a. Project has no effect on listed or proposed T&E species or designated critical habitat.		<input type="checkbox"/>	
b. Project is not likely to adversely affect a listed or proposed T&E species or designated critical habitat. <i>Informal Section 7 consultation is required. Attach consultation documentation, including concurrence from the Federal agency, to this form.</i>		<input type="checkbox"/>	
c. Project is likely to adversely affect a listed or proposed T&E species or designated critical habitat. <i>If yes, consult the FHWA Area Engineer (non-assigned projects) or Statewide NEPA Manager for 6004-assigned projects.</i>		<input type="checkbox"/>	
8. Summarize the findings of the consultation, conferencing, biological evaluation, or biological assessment and the opinion of the agency with jurisdiction, or state why no coordination was conducted. <i>Include any commitments or mitigative measures in Section VI.</i>			
J. <u>Invasive Species</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Database name(s) and date(s) queried:			
2. Does the project include all practicable measures to minimize the introduction or spread invasive species, making the project consistent with <u>E.O. 13112</u> (Invasive Species)? <i>If yes, list measures in J.3.</i>		<input type="checkbox"/>	<input type="checkbox"/>
3. Summarize invasive species impacts and minimization measures, if any. <i>Include any commitments or mitigative measures in Section VI.</i>			
K. <u>Hazardous Waste</u>	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Database name(s) and date(s) queried:			
2. There are potentially contaminated sites within or adjacent to the existing and/or proposed ROW.		<input type="checkbox"/>	<input type="checkbox"/>
3. There are identified contaminated sites within or adjacent to the existing and/or proposed ROW.		<input type="checkbox"/>	<input type="checkbox"/>
4. Extensive excavation is proposed adjacent to, or within, a known hazardous waste site, or the potential for encountering hazardous waste during construction is high. <i>If yes, attach the hazardous waste investigation report and approved ADEC Corrective Action Plan.</i>		<input type="checkbox"/> *	<input type="checkbox"/>
5. Summarize the hazardous waste impacts and mitigation, if any. <i>Include any commitments or mitigative measures in Section VI.</i>			

- L. Air Quality (Conformity)** N/A YES NO
1. The project is located in an air quality maintenance area or nonattainment area (CO or PM-10 or PM-2.5). *If yes, indicate CO ☐ or PM-10 ☐ or PM-2.5 ☐, and complete the remainder of this section.* ☐ ☐ ☐
 2. The project is included in a conforming Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP). ☐ ☐ ☐
 - a. List dates of FHWA/FTA conformity determination: _____
 3. The project is exempt from an air quality analysis per 40 CFR 93.126 (Table 2 and Exempt Projects). *If no, a project-level air quality conformity determination is required for CO nonattainment and maintenance areas, and a qualitative project-level analysis is required for both PM-2.5 and PM-10 nonattainment and maintenance areas.* ☐ ☐ ☐
 4. Have there been a significant change in the scope or the design concept as described in the most recent conforming TIP and LRTP? *If yes, describe changes in L.8. In addition, the project must satisfy the conformity rule's requirements for projects not from a plan and TIP, or the plan and TIP must be modified to incorporate the revised project (including a new conformity analysis).* ☐ ☐ ☐
 5. A CO project-level analysis was completed meeting the requirements of Section 93.123 of the conformity rule. The results satisfy the requirements of Section 93.116(a) for all areas or 93.116(b) for nonattainment areas. *Attach a copy of the analysis.* ☐ ☐* ☐
 6. A PM-2.5 project-level air quality analysis was completed meeting the requirements of Section 93.123 of the conformity rule. The results satisfy the requirements of Section 93.116. *Attach a copy of the analysis.* ☐ ☐* ☐
 7. A PM-10 project-level air quality analysis was completed meeting the requirements of Section 93.123 of the conformity rule. The results satisfy the requirements of Section 93.116. *Attach a copy of the analysis.* ☐ ☐* ☐
 8. Summarize air quality impacts, mitigation, and agency coordination, if any. *Include any commitments or mitigative measures in Section VI.*

- M. Floodplain Impacts (23 CFR 650, Subpart A)** N/A YES NO
1. Project encroaches into the base (100 year) flood plain in fresh or marine waters. Identify floodplain map source and date : _____ ☐* ☐

If yes, attach documentation of public involvement conducted per E.O. 11988 and 23 CFR 650.109. Consult with the regional or Statewide Hydraulics/Hydrology expert. Attach the required location hydraulic study developed per 23 CFR 650.111. Answer questions M.1.a through d.

If no, skip to M.2.

 - a. Is there a longitudinal encroachment into the 100-year floodplain? ☐ ☐* ☐
 - b. Is there significant encroachment as defined by 23 CFR 650.105(q)? *If yes, the project cannot be approved as proposed without a finding that the proposed action is the "Only Practicable Alternative" as defined in 23 CFR 650.113. Attach the finding for approval.* ☐ ☐* ☐

- M. Floodplain Impacts (23 CFR 650, Subpart A)**
- | | <u>N/A</u> | <u>YES</u> | <u>NO</u> |
|---|--------------------------|----------------------------|--------------------------|
| c. Project encroaches into a regulatory floodway. | <input type="checkbox"/> | <input type="checkbox"/> * | <input type="checkbox"/> |
| d. The proposed action would increase the base flood elevation one-foot or greater. | <input type="checkbox"/> | <input type="checkbox"/> * | <input type="checkbox"/> |
| 2. Project conforms to local flood hazard requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Project is consistent with <u>E.O. 11988</u> (Floodplain Protection). <i>If no, the project cannot be approved as proposed.</i> | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Summarize floodplain impacts and mitigation, if any. <i>Include any commitments or mitigative measures in <u>Section VI</u>.</i> | | | |

- N. Noise Impacts (23 CFR 772)**
- | | <u>N/A</u> | <u>YES</u> | <u>NO</u> |
|--|------------|--------------------------|--------------------------|
| 1. Does the project involve any of the following? <i>If yes, complete N.1.a.</i> | | <input type="checkbox"/> | <input type="checkbox"/> |

If no, a noise analysis is not required. Skip to section O.

- Construction of highway on a new location.
- Substantial alteration in vertical or horizontal alignment as defined in 23 CFR 772.5.
- An increase in the number of through lanes.
- Addition of an auxiliary lane (except a turn lane).
- Addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange.
- Restriping existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane.
- Addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot or toll plaza.

- a. Identify below which category of land uses are adjacent: *A noise analysis is required if any lands in Categories A through E are identified, and the response to N.1 is 'yes'.*

Category A: Lands on which serenity and quiet are of extraordinary significance and serve an important public need and where the preservation of those qualities is essential if the area is to continue to serve its intended purpose. ☐ ☐ ☐

Category B: Residential. *This includes undeveloped lands permitted for this category.* ☐ ☐ ☐

Category C (exterior): Active sport areas, amphitheaters, auditoriums, campgrounds, cemeteries, daycare centers, hospitals, libraries, medical facilities, parks, picnic areas, places of worship, playgrounds, public meeting rooms, public or nonprofit institutional structures, radio studios, recording studios, recreation areas, Section 4(f) sites, schools, television studios, trails, and trail crossings. *This includes undeveloped lands permitted for this category.* ☐ ☐ ☐

Category D (interior): Auditoriums, day care centers, hospitals, libraries, medical facilities, places of worship, public meeting rooms, public or nonprofit institutional structures, radio studios, recording studios, schools, and television studios. ☐ ☐ ☐

Category E: Hotels, motels, offices, restaurants/bars, and other developed lands, properties or activities not listed above. *This includes undeveloped lands permitted for* ☐ ☐ ☐

N. **Noise Impacts (23 CFR 772)** N/A YES NO
this category.

2. Does the noise analysis identify a noise impact? *If yes, explain in N.3* ☐ ☐

3. Summarize the findings of the attached noise analysis and noise abatement worksheet, if applicable:

O. **Water Quality Impacts** N/A YES NO

1. Project would involve a public or private drinking water source. *If yes, explain in O.7* ☐ ☐

2. Project would result in a discharge of storm water to a Water of the U.S. (per 40 CFR 230.3(s)) ☐ ☐

3. Project would discharge storm water into or affect an ADEC designated Impaired Waterbody. *If any of the Impaired Waterbodies have an approved or established Total Maximum Daily Load, describe project impacts in O.7* ☐ ☐

a. List name(s), location(s), and pollutant(s) causing impairment:

4. Estimate the acreage of ground-disturbing activities that will result from the project?
 _____ acres

5. Is there a municipal separate storm sewer system (MS4) APDES permit, or will runoff be mixed with discharges from an APDES permitted industrial facility? ☐ ☐

a. If yes, list APDES permit number and type: _____

6. Would the project discharge storm water to a water body within a national park or state park; a national or state wildlife refuge? *If yes and Alaska Construction General Permit applies to the project, consultation with ADEC is required at least 30 days prior to planned start of construction activities.* ☐ ☐

7. Summarize the water quality impacts and mitigation, if any. *Include any commitments or mitigative measures in Section VI.*

P. **Construction Impacts** N/A YES NO

1. There will be temporary degradation of water quality. ☐ ☐

2. There will be a temporary stream diversion. ☐ ☐

3. There will be temporary degradation of air quality. ☐ ☐

4. There will be temporary delays and detours of traffic. ☐ ☐

5. There will be temporary impacts on businesses. ☐ ☐

6. There will be temporary noise impacts. ☐ ☐

7. There will be other construction impacts. ☐ ☐

8. Summarize construction impacts and mitigation for each 'yes' above. *Include any commitments or mitigative measures in Section VI.*

Q. Section 4(f)/6(f)	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Section 4(f) (<u>23 CFR 774</u>)			
a. Does a Section 4(f) resource exist within the project area; or is the project adjacent to a Section 4(f) resource? <i>If yes, attach consultation with the Statewide NEPA Manager (assigned CEs) or FHWA Environmental Program Manager (non-assigned CEs) to determine applicability of Section 4(f)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does an exception listed in <u>23 CFR 774.13</u> apply to this project? <i>If yes, attach consultation with the Statewide NEPA Manager (assigned CEs) or FHWA Environmental Program Manager (non-assigned CEs), and documentation from the official with jurisdiction, if required.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the project result in the "use" of a Section 4(f) property? "Use" includes a permanent incorporation of land, adverse temporary occupancy, or constructive use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Has a <i>de minimis</i> impact finding been prepared for the project? <i>If yes, attach the finding.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Has a Programmatic Section 4(f) Evaluation been prepared for the project? <i>If yes, attach the evaluation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the project require an Individual Section 4(f) Evaluation? <i>If yes, the project is not assigned to the State per the 6004 MOU and the CE must be processed by FHWA. Attach the evaluation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Section 6(f) (<u>36 CFR 59</u>)			
a. Were funds from the Land and Water Conservation Fund Act (LWCFA) used for improvement to a property that will be affected by this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the use of the property receiving LWCFA funds a "conversion of use" per Section 6(f) of the LWCFA? <i>Attach the correspondence received from the ADNR 6(f) Grants Administrator.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Summarize Section 4(f)/6(f) involvement, if any:			

IV. Permits and Authorizations

	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. USACE, Section 404/10 <i>Includes Abbreviated Permit Process, Nationwide Permit, and General Permit</i>		<input type="checkbox"/>	<input type="checkbox"/>
2. Coast Guard, Section 9		<input type="checkbox"/>	<input type="checkbox"/>
3. ADF&G Fish Habitat Permit (<u>Title 16.05.871</u> and <u>Title 16.05.841</u>)		<input type="checkbox"/>	<input type="checkbox"/>
4. Flood Hazard		<input type="checkbox"/>	<input type="checkbox"/>
5. ADEC Non-domestic Wastewater Plan Approval		<input type="checkbox"/>	<input type="checkbox"/>
6. ADEC 401		<input type="checkbox"/>	<input type="checkbox"/>
7. ADEC APDES		<input type="checkbox"/>	<input type="checkbox"/>
8. Noise		<input type="checkbox"/>	<input type="checkbox"/>
9. Eagle Permit		<input type="checkbox"/>	<input type="checkbox"/>
10. Other. <i>If yes, list below.</i>		<input type="checkbox"/>	<input type="checkbox"/>

V. Comments and Coordination

N/A YES NO

1. Public/agency involvement for project. *Required if protected resources are involved.*
2. Public Meetings. Date(s): _____
3. Newspaper ads. *Attach certified affidavit of publication as an appendix.*
Name of newspaper and date: _____
4. Agency scoping letters. Date sent: _____
5. Agency scoping meeting. Date of meeting: _____
6. Field review. Date: _____
7. Summarize comments and coordination efforts for this project. Discuss pertinent issues raised. *Attach correspondence that demonstrates coordination and that there are no unresolved issues.*

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

VI. Environmental Commitments and Mitigation Measures

List all environmental commitments and mitigation measures included in the project.

VII. Environmental Documentation Approval

N/A YES NO

1. Do any unusual circumstances exist, as described in 23 C.F.R. 771.117 (b)? *If yes, the CE Documentation form cannot be approved.*
2. Does this 6004 Program approval statement apply?
"The State has determined that this project has no significant impact(s) on the environment and that there are no unusual circumstances as described in 23 CFR 771.117(b). As such, the project is categorically excluded from the requirements to prepare an environmental assessment or environmental impact statement under the National Environmental Policy Act. The State has been assigned, and hereby certifies that it has carried out, the responsibility to make this determination pursuant to Chapter 3 of title 23, United States Code, Section 326 and a Memorandum of Understanding dated September 20, 2012, executed between the FHWA and the State." *If no, the CE must be approved by FHWA.*
3. **For 6004 projects:** The project meets the criteria of the DOT&PF Programmatic Approval 2 authorized in the March 4, 2015 "Chief Engineer Transmittal – 6004 Programmatic Categorical Exclusions". *If yes, the CE may be approved by the Regional Environmental Manager. If no, the CE must be approved by a Statewide NEPA Manager.*
4. **For non-assigned projects:** The project meets the criteria of the April 13, 2012 "Programmatic Categorical Exclusion for Use on Federal-Aid Highway Projects in Alaska" between FHWA and DOT&PF. *If yes, the CE may be approved by the Regional Environmental Manager. If no, the CE may be approved by the FHWA Area Engineer.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. Environmental Documentation Approval Signatures

Prepared by: _____
[Sign] Environmental Impact Analyst

Date: _____

[Print Name] Environmental Impact Analyst

Reviewed by: _____
[Sign] Engineering Manager

Date: _____

[Print Name] Engineering Manager

Approved by: _____
[Sign] Regional Environmental Manager

Date: _____

[Print Name] Regional Environmental Manager

Assigned CE

Approved by: _____
[Sign] DOT&PF Statewide NEPA Manager

Date: _____

[Print Name] DOT&PF Statewide NEPA Manager

Non-Assigned CE

Approved by: _____
[Sign] FHWA Area Engineer

Date: _____

[Print Name] FHWA Area Engineer

Communications Management - Schedule of Values

<u>Article</u>	<u>Communications Management Activity</u>	<u>Unit</u>	<u>Quantity</u>	<u>Price</u>	<u>Total</u>	<u>Remarks</u>
B9.2	Initial Stakeholder Register with Assessment, Classification and Strategy	LS	1			
B9.3	Communication Plan - Initial	LS	1			
B9.3.5	Communication Plan - Update	EA	1			
B9.4.1	Committee Creation	EA	4			Executive, TAC, CAC, Business
B9.4.1	In-Person Committee Meetings	EA	10			
B9.4.1	Virtual Committee Meetings	EA	15			
B9.4.2	In-Person Public Meetings and Public Hearings	EA	1			
B9.4.2	Virtual Public Meetings	EA	3			
B9.4.3	In-Public Small Group Meetings	EA	15			community councils, business, civic, churches, agencies, bike
B9.4.3	Virtual Small Group Meetings	EA	30			community councils, business, civic, churches, agencies, bike
B9.4.4	Workshops	EA	1			
B9.4.5	Press Events	EA	2			
B9.4.6	Initial Project Website	LS	1			
B9.4.8	Newsletters	EA	5			
B9.4.9	Postcards - creation	EA	4			
B9.4.11	Stakeholder Interviews	EA	50			
B9.4.12	Traveling Open House/Listening Post	EA	8			
B9.4.13	Facilitation & Translation Services	EA	3			
B9.4.14	Draft Resolution of Support	EA	1			
B9.4.15	Story Maps	LS	1			
B9.5	Communication Support	LS	1			
	Total					